



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ- Part-Time

POSITION

Digital Print Shop Clerk (PT)

This is a part time position not to exceed 19 hours a week

Posting Date:

4/7/2021

Closing Date

04/30/2021

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- High School Diploma or GED equivalent
- Proficient use of copiers
- Strong computer skill, well versed in Microsoft Office
- Effective oral and written communication skills are required.

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary L1; \$12.85 per hour

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Dean of Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Handle print projects from start to finish
- Create eye-catching graphics and engaging designs
- Manage work order documentation
- Submit layouts for project approval
- Understand Customer services
- Retain a record of package received and shipped via
- UPS, Federal Express, etc.
- Deliver all incoming packages and or copy paper from the print shop to various department as needed
- Assist in shop management and schedule shop processes and installations
- Able to multi-task
- Supervise work-study student
- Work well with others and show respect to all college constituents.
- Other duties as assigned by Dean of Business and Finance, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319, 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All applications information must be received by **12:00 PM CST, Friday, April 30, 2021** Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.