



Posting Date: September 1, 2015

Northwest-Shoals Community College

Part-Time Clerical Support

Position Announcement

STARTING DATE: Ongoing

QUALIFICATIONS: • High School Diploma or GED, **required.**

ESSENTIAL FUNCTIONS:

- Perform clerical duties in accordance with guidance/instructions provided by supervisor.
- Organize assigned work load.
- Follow departmental guidelines and procedures.
- Maintain confidentiality of information.
- Assume other work related duties as delegated by an appropriately assigned College administrator.

SALARY: Up to 19 hours per week (NO BENEFITS).
Hourly rates are based on education.

APPLICATION PROCEDURES: **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official), if applicable.*

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 • Fax: (256) 331-5459 • Email: hr@nwscc.edu

CLOSING DATE: **Applications will be accepted until all positions are filled.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.