Vacancy Announcement  
5/13/2016

POSITION: Enrollment Clerk

REPORTS TO: Director of Financial Aid

MINIMUM QUALIFICATIONS:

1. One year of college equivalent to 30 hours of postsecondary education with 15 semester hours in field from an accredited institution is required
2. One year of experience preferred
3. Knowledge of financial aid programs, both federal and state, including Pell Grants, loans, work study, scholarships, etc.
4. Knowledge of business procedures and general office policies
5. Ability to work a flexible schedule, including evenings
6. Proficient in Microsoft Word, Excel, and administrative computing systems
7. Verbal skills to deliver presentations to current and prospective students
8. Writing skills to respond to information requests and to design presentations for workshops
9. Reading skills to comprehend material regarding the college, financial aid, employment trends, and other pertinent information necessary for promoting student success
10. Math skills to add, subtract, multiply and divide
11. Ability to convey detailed information both verbally and written
12. Knowledge of college admissions requirements
13. Possess valid driver’s license

RESPONSIBILITIES:

1. Review student files to assure eligibility requirements are met and notify students of any deficiencies
2. Receive telephone calls and emails and respond to inquiries
3. Provide Financial Aid information
4. Check eligibility and confirm academic and financial aid standing
5. Assist in the preparation of various enrollment management reports
6. Scan, evaluate and process documents
7. Contact as needed third parties such as local agencies, other colleges or financial aid providers regarding financial aid recipients or admissions applicants
8. Maintain workflow of students entering office and Lion Central
9. Maintain confidentiality of records as mandated by Family Educational Rights and Privacy Act (FERPA)
10. Demonstrate knowledge of college admissions, advising, and financial aid processes.
11. Comply with State Board, WSCC, Department of Postsecondary Education and FERPA guidelines
12. Attend conferences, workshops, and meetings that are pertinent to job duties
13. Perform other duties as assigned by the Director, Vice President or President
14. Engage in career assessment training and monitor employment trends
15. Perform other duties as assigned by immediate supervisor, Dean, Vice President or President

WORK HOURS: As assigned; evening hours until 6 pm will be required. May be required to work at the Oneonta Center as assigned
SALARY: Appropriate placement on State Salary Schedule E4 ($23,568-$41,434) of the Alabama Department of Postsecondary Education Salary Schedule.

APPLICATION PROCEDURE: A complete application packet must be received in the Human Resources Office no later than 1 p.m., Wednesday, June 8, 2016. A complete application packet consists of:

1. Completed Wallace State Community College employment application with three work references
2. Résumé
3. Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position
4. Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
5. Separate transcripts from each college attended (photocopies will suffice until employed)

Remember that the work experience verification completion is your responsibility and must be demonstrated by you in your application materials.

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered. Applications are available at www.wallacestate.edu/employment or by calling (256) 352-8295 and should be submitted to:

Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is June 8, 2016.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within four months of the stated deadline date or not to fill the position due to budgetary or operational considerations. Further, the College reserves the right to fill more than one position should circumstances warrant the need to fill more than one position.

Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

It is the sole responsibility of the applicant to ensure his or her application packet is complete. Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the “Qualifications” section.

Wallace State Community College is an equal opportunity employer. It is the policy of the Alabama Community College Systems, 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 256-352-8029. The College reserves the right to withdraw this job announcement at any time prior to the awarding. Wallace State Community College is an active participant in the Equal Opportunity Program and Affirmative Action Plan.
Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.