



REID STATE TECHNICAL COLLEGE

"The College That Works"

POSITION ANNOUNCEMENT/INTENT TO EMPLOY (posted September 22, 2021)

Position: Receptionist (Part-time)

Required Qualifications

1. A minimum of high school diploma or GED Certificate is required.
2. College degree (preferred).
3. Ability to operate office equipment and demonstrate typing and working processing (60 wpm) skills.
4. Ability to work well with others and to work under pressure.

Duties & Responsibilities

1. Operate switchboard, direct all calls and questions to appropriate person(s) or building and submit messages to proper personnel and students.
2. Disperse general information as support to the Instructional Division: admission packages, catalog and student handbooks, test schedules, scholarship applications, intent to graduate forms, and employment applications.
3. Greet walk-ins and visitors, assesses needs and provide relevant information about Reid State Technical College.
4. Communicate effectively both orally and in writing and record accurate messages.
5. Provide support to departmental staff.
6. Process daily mail.
7. Maintain confidentiality of all records and information including, but not limited to, phone calls and personnel information.
8. In order to perform these essential functions, the Receptionist must be present at work. Therefore, attendance is an essential job function.
9. Other duties as assigned.

Salary Commensurate with education and experience according to ACCS Board of Trustees Salary Schedule. \$12.00 per hour based on experience; up to 19 hours per week.

Anticipated Employment Period – As soon as possible

Application Deadline – Until filled

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- Current resume
- Proof of Education. Copy of diploma or unofficial or official transcripts. (Transcripts must confirm applicant meets educational requirements.)

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their

own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

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 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical 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.

Reid State Technical 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. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.