



SOUTHERN UNION STATE COMMUNITY COLLEGE

INTENT TO EMPLOY / CONTINUOUS ADVERTISEMENT

January 2017

POSITION:

**Temporary Clerk
(Wadley, Opelika, Valley Campuses)**

**ESSENTIAL JOB
FUNCTIONS:**

- Receive students, visitors, and college personnel in a prompt and courteous manner and provide information as required
- Maintain student records in database
- Assist with registration
- Maintain filing system
- Perform general office duties such as data entry, operating office machines, and sorting mail
- Contribute to department cohesiveness
- Maintain appropriate work hours
- Maintain confidentiality of departmental information
- Perform duties according to department guidelines
- Assume other professional duties and responsibilities as assigned by appropriate personnel

QUALIFICATIONS:

- Associate degree is required.
- Clerical experience is required.
- Knowledge of computer software applications and office machines is required.
- Excellent customer service skills are required.

SALARY:

Salary Schedule E4: \$24,511 annually

**APPLICATION
PROCEDURE:**

To apply: mail a Southern Union State Community College employment application, an updated resume with a list of three professional references, and transcripts of college work verifying degree requirement to the following address.

Southern Union State Community College
ATTN: Office of Human Resources
P.O. Box 1000
Wadley, AL 36276

Southern Union State Community College is an equal opportunity employer.

Wadley Campus
P. O. Box 1000
Wadley, AL 36276
256/395-2211

Opelika Campus
1701 LaFayette Pkwy.
Opelika, AL 36801
334/745-6437

Valley Campus
Fob James Drive
Valley, AL 36854
334/756-4151