WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ PART-TIME

POSITION		**Posting Date:**	Ongoing
AMSTI Warehouse Worker (PT)- Multiple Positions		**Closing Date:**	Ongoing

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS
- Minimum of a High School Diploma, or GED .
- Ability to lift heavy objects (at least 40 lbs.)
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

Experience working in a warehouse

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L $ 8.00 per hour.

DUTIES & RESPONSIBILITIES

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

- Construct and refurbish ASMTI math and science kits.
- Customize AMSTI math and science kits and materials.
- Assist in organizing the materials center to ensure efficient use of storage.
- Assist the ASMTI staff with preparation for Summer Institute and operation of the master site.
- Assist the Materials Manager in the kit pick-up and delivery process.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the AMSTI Director, the Instructional Division Administrator, 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

 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 work 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 application information must be received by Human Resources Office 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.

WCCS is an E.O.E. and is enrolled in E-Verify.