



**VACANCY NOTICE**  
**Posting Date: June 11, 2009**

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**TEMPORARY POSITION**

**POSITION:** Secretary, QEP (Quality Enhancement Plan)

This is a 19-hour per week position from August 2009 – May 2011. (No fringe benefits)

**STARTING DATE:** August 2009

**JOB INFORMATION:** Clerical assistance is needed for the purpose of supporting the institution's Quality Enhancement Plan as part of the reaffirmation process with SACS. This position is needed to provide assistance to the QEP Team, maintain and distribute meeting minutes from QEP Team meetings and focus group sessions, set-up and maintain a comprehensive filing system for QEP, organize and maintain project literature, process purchase orders, provide assistance during Visiting Team activities, assist in maintaining QEP website, and assist with development of marketing materials to support QEP.

**QUALIFICATIONS:** Person must be proficient in Microsoft Office (Word, Excel, PowerPoint) and have ability to keyboard at a minimum of 40 correct words per minute. Applicant should be familiar with modern office procedures and be highly organized. Applicant should have effective oral and written communication skills and possess ability to work effectively with faculty, students, administrators, and external stakeholders.

**SALARY:** \$9.50 - \$10.00 per hour

**APPLICATION PROCEDURE:** Applicant must submit an application package to:

Office of Human Resources  
Athens State University  
300 North Beaty Street  
Athens, AL 35611

A complete application package consists of:

- Athens State University Application of Employment
- Personal letter of application (Cover Letter)
- Resume

**APPLICATION DEADLINE:**

- Complete application packages must be received in the Office of Human Resources no later than **4:30 p.m., Wednesday, July 1, 2009**, to ensure consideration.
- Application materials may not be submitted via e-mail.
- Only complete application packages will be considered.

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 non-refundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

*Athens State University is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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. Athens State University will make reasonable accommodations for qualified disabled applicants or employees. The University reserves the right to withdraw this job announcement at any time prior to the awarding.*