



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base  
Wallace Drive

Created on: 4/18/2022  
Revised on: 3/5/2026

| Job Title                                   | Salary Schedule | Grade        | Job No.      |
|---|-----------------|--------------|--------------|
| Manager III – Veterans Upward Bound Program | E3              | 03           | SS9883       |
| Reports To                                  | FLSA Status     | Grant Funded | Tenure Track |
| Director of Veterans Upward Bound           | Non Exempt      | Yes          | No           |

**JOB SUMMARY:** The Manager III – Veterans Upward Bound Program supports the daily operations of the Veterans Upward Bound office by coordinating services, maintaining program records, and ensuring efficient administrative functioning. This role provides direct support to program staff and participants by assisting with documentation, data entry, inventory, correspondence, and general office activities. This position reports directly to the Director of Veterans Upward Bound.

Direct Supervisory Responsibility:     YES     NO

**QUALIFICATIONS:**

- ◆ Three (3) years of postsecondary education **from an approved U.S. Department of Education accredited institution** with a minimum of 21 semester hours in business or office-related coursework required.
- ◆ Nine (9) years of experience in a related area **required**, with three (3) years of experience as Manager II.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Effective oral and written communication skills.
- ◆ Ability to make minor decisions in accordance with regulations and apply them to work problems.
- ◆ Ability to coordinate assigned activities within the department and with program participants.
- ◆ Attention to detail in documentation procedures and digital file systems.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Familiarity with operation of standard office equipment.
- ◆ Knowledge of word processing and spreadsheet software (Computer Level III Exam).
- ◆ Working knowledge of general office procedures, GSCC procedures, composition, machine transcription, and records management (Office Procedures Level III Exam).
- ◆ Ability to keyboard at a minimum of 50 correct (net) words per minute for 3 minutes.
- ◆ Ability to establish and maintain effective working relationships with a diverse population of veterans, other employees, and the public.

- ◆ Ability to meet deadlines and maintain confidentiality of office information.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- ◆ Supervises and participates in a variety of services to support the program.
- ◆ Assists in preparation of forms, statements, purchasing, payroll, and stipend payments.
- ◆ Answers questions from veterans and part-time staff when working in the office independently.
- ◆ Trains employees in the operation, adjustment, and care of equipment in the assigned area.
- ◆ Composes routine correspondence.
- ◆ Inputs data into cloud and database software.
- ◆ Maintains digital files, forms, and other materials relating to the program.
- ◆ Completes and regularly updates inventory of supplies and equipment.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other duties as assigned.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

#### **Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

#### **Work Environment:**

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

**Reviewed by: HR Manager**

**Employee Name:**

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**Employee Signature**

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**Date**