



INTENT TO EMPLOY

Position: L-19 Enrollment Services

Minimum Qualifications:

1. High School or GED diploma required.

Job Functions:

1. Provide assistance to students, faculty, staff, and community members who request information and materials at the reception desk.
2. Respond to inquiries regarding admissions, records.
3. Issue unofficial transcripts to students.
4. Assist students in filling out forms.
5. Sort and distribute completed forms to unit personnel.
6. Load data specific to the front desk area.
7. Promote positive campus/community relations for Enrollment Services and the college.
8. Answer multi line phones at the front desk.
9. Assist in the advising center as needed.
10. Keep information table stocked with student information.
11. Perform data entry.
12. Accurately scan college records and documents electronically.
13. Perform other related job duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is \$9.15

Application Procedure: Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume.
3. Proof of education.

Jefferson State Community College employment applications are available at www.jeffstateonline.com and from:

Human Resources Office
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

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

EQUAL OPPORTUNITY EMPLOYER