



## INTENT TO EMPLOY

**Position:** Upward Bound

### Instructor

- Biology
- Science
- Physical Science and Chemistry
- English/Writing
- Reading (Summer only)

### **Minimum qualifications:**

Bachelor's Degree in the appropriate field required; Master's degree in appropriate field preferred. Teaching certificate required.

### Tutor/Instructor

- Math
- English

### **Minimum qualifications:**

Bachelor's Degree in the Appropriate Field required

### Program Activities Assistant/Mentor

### **Minimum qualifications:**

Bachelor's Degree in the Appropriate Field required

**Salary:** Salary is based on 19 hours per week. Hourly rate will be determined by the Director of Upward Bound.

**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. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

Jefferson State Community College employment applications are available at [www.jeffstateonline.com](http://www.jeffstateonline.com) and from:

Upward Bound  
Jefferson State Community College  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7842 or 856-6064

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**