Position: Part Time Secretary – Nursing (Shelby Campus)

Minimum Qualifications:
1. High School or GED Diploma required.
2. One (1) year of related work experience required.

Job Functions:
Participate in a variety of secretarial and administrative functions involving the Nursing Education Program.

1. Provide secretarial and administrative functions for Nursing and other departments housed within the service area.
2. Answer the telephone, take messages, and reply to questions concerning the department and relay information to the appropriate personnel.
3. Prepare and process correspondence forms and other appropriate documentation, such as advising packets, course packets, evaluation packets, and admission packets.
4. Communicate with employees and other persons regarding office policies and procedures.
5. Perform general office work such as mailing and filing documents.
6. Operate standard office equipment such as the computer, fax machine, copy machine, shredder and telephone.
7. Obtain, gather and organize essential data as needed and compile the data in a usable form.
8. Copy and organize tests for faculty.
9. Prepare and process correspondence forms and other appropriate documentation, such as advising packets, course packets, evaluation packets, and admission packets.
10. Communicate with employees and other persons regarding office policies and procedures.
11. Post signs for class changes or announcements.
12. Maintain effective, professional relationships with other offices on campus.
13. Perform other related job duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $13.11

Application Deadline: 4:30 p.m., March 15, 2016

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.
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should be on letterhead and include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. (For clarification, please contact Human Resources).

Materials may be submitted to:
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899 / Fax: (205) 856-7720
Email: HumanResources@jeffersonstate.edu

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