Position: Part Time Secretary – Community Outreach

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

Job Functions: Develop and maintain effective working relationships with in the College and community. Assist in planning and implementing JSCC events; create and maintain accurate community outreach program student; Create and maintain marketing documents to promote programs. Create and maintain reports, surveys and evaluations for events/programs. Promote all upcoming events and maintain outreach website and social media content.

1. Communicate with others via email, phone, and in person concerning JSCC events and community outreach programs such as the YLDP, WAL and Culinary Explorer Programs.
2. Attend and participate in meetings and committees and take minutes or notes and perform follow-up activities.
3. Use a personal computer and a variety of office software applications including Word, Excel, PowerPoint, and Publisher to prepare various documents from scratch to promote and maintain programs.
4. Assist in creating and maintaining the department's web and intranet pages.
5. Utilize social media to be in direct contact with students and to market/promote programs.
6. Operate other office equipment such as printers, copy machines, fax machines.
7. Order and maintain department supplies and inventories.
8. Record outreach program’s points for attendance, service hours and leadership roles for students in Excel spreadsheets.
9. Prepare and maintain reports of data including JSCC event details, outreach program details such as service hours, amount of service events, and scholarships received.
10. Receive mail or correspondence for the department. Review correspondence and determine proper action accordingly.
11. Record and maintain contact information of students and program partners and share with Admissions for recruiting purposes.
12. File documents and develop or modify filing practices, including use of e-files.
13. Schedule/obtain use of rooms and set up rooms/equipment for meetings and events.
14. Work directly with PTK students and Ambassadors to complete JSCC events.
15. Perform other related job duties as assigned.

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

Application Deadline: 4:30 p.m., August 29, 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. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/ to obtain form. (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

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, 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.

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