Please Note: If you are applying for more than one position, please submit a separate, complete application.

INTENT TO EMPLOY

Post Date: March 9, 2016

Position: Part-Time Career Program Assistant

Minimum Qualifications:

1. High School Diploma or GED required. Seeking an Associate’s degree or higher, degree preferred.
2. Licenses: None.

Primary Purpose: Assist the Center for Workforce Education in developing, managing, and evaluating non-credit Career Programs that result in preparing students for certifications and/or entry level jobs for in-demand careers. The employee will:

Job Functions:

1. Administratively support the Director, Career Program Coordinator, Part-Time Program-Subject Matter Experts, instructors, and other office personnel.
2. Ensure that all instructors have a syllabus approved by the Director ready for student distribution on the first night of class.
3. Ensure instructors have a “class packet” prior to the first day of class and that he/she accurately completes and turns-in on-time paperwork related to successfully starting and closing a Career Program.
4. Ensure instructors accurately complete all HR paperwork and annual training requirements.
5. Schedule with vendors for students: criminal background checks, drug screens, and CPR classes, and other items as needed.
6. Ensure that instructors submit a supply list to the Office Manager four weeks prior to the first day of class.
7. Track paperwork required of scholarship students including, but not limited to: grade release forms, photo release forms, loaned books, etc.
8. E-mail to students Certificates of Completions and scholarship applications as assigned by the Office Manager and Executive Secretary.
9. Ensure all students have provided a copy of their high school diploma/GED/College transcript prior to the last day of class.
10. Assist with monitoring student satisfaction by telephoning a random sampling of current students each week and reporting results to the Career Program Coordinator and Director.
11. Maintain a database of all enrolled students and their enrollment/certification/employment status.
12. Participate in community activities and organizations.
13. Answer the phone and take student registrations when needed.
14. Perform other duties as assigned.

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

Application Deadline: 4:30 p.m., March 23, 2015

Application Procedure: A complete application packet consists of:

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.

Materials may be submitted to:
Jefferson State Community College
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 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