Position: Part-time Lab Assistant – Medical Laboratory Technology Program (Positions 2)

Minimum Qualifications:
1. Associate’s degree or higher in Clinical Laboratory Technology, Medical Laboratory Technology, Medical Laboratory Science, or equivalent acceptable to accreditation agency, required.
2. A minimum of three (3) years of full-time related work experience as a clinical or medical laboratory practitioner, required.
3. Must hold certification from a nationally recognized agency and must be a MLS or MLT, required.

Primary Purpose:
This is an hourly part-time position within the Medical Laboratory Technology Program that involves serving as a lab assistant to the MLT program coordinator and/or primary MLT course instructor. This position provides lab instructional assistance and is not the primary instructor of the MLT course. The employee will:

Job Functions:
1. Assist Medical Laboratory Technology Program instructors in carrying out designated laboratory instruction and activities for all MLT courses, including demonstrating clinical laboratory techniques and procedures, creating multiple student workstations, and setting and maintaining lab equipment
2. Monitor and evaluate students for designated MLT competencies to ensure they have achieved the program objectives.
3. Support students in building up professional expertise, providing flexible and one-on-one assistance for practicing MLT skills on various types of lab equipment.
4. Provide organizational excellence coupled with team collaborations.
5. Assist the program coordinator with lab supplies maintenance and inventory to ensure relevant, diverse and modern curriculum.
6. Act as a steward for laboratory resources by repurposing and reusing current supplies.
7. Utilize computer educational tools to enhance student learning.
8. Participate in designated class activities, including power point presentations, lab procedure validations, hand-out material preparation, and documenting records.
9. Perform special projects as directed by the MLT Program Coordinator.
10. Perform other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $21.00


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, and accredited Institution.

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 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.

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.