INTENT TO EMPLOY

Position: Part-Time Subject Matter Expert for Pharmacy Technician Preparation Program

Minimum Qualifications:
1. Associate’s degree in Pharmacy required.
2. One year of full-time related work experience as a pharmacist required. Experience teaching adults preferred.
3. Licenses: Pharmacist

Primary Purpose: Develop, manage, the Pharmacy Technician Preparation Program that results in preparing students for the Pharmacy Technician Certification Exam and entry level jobs. The employee will:

Job Functions:
1. Actively research and stay current on trends related to teaching and employment, recommend program changes/additions as needed.
2. Identify instructors that embrace adult learning techniques; forward recommendations to the Career Program Coordinator and Director.
3. Meet at least quarterly with the other instructors who teach the Pharmacy Technician Preparation Program to discuss opportunities, updates, and policy changes.
4. Serve as a liaison between instructors, their needs, and the Director, Career Program Coordinator, Program Assistant, and Office Manager. The latter includes equipment, books, and supply needs. This includes, but is not limited to, identifying equipment, material, supply, and facilities’ needs and reviewing syllabi.
5. Evaluate instructors’ teaching and address weaknesses through formal and informal training.
6. Create curriculum and monitor quality and consistency between instructors and campuses. Ensure that the curriculum prepares students completers to sit for the State Certification exam and to become “job ready.”
7. Regularly evaluate curriculum, class materials, learning aids, technology uses to ensure quality; make changes as needed.
8. Seek out and incorporate technology into the classroom experience.
9. Secure partners for site visits.
10. Communicate certification testing process to students. Monitor and report certification results to the instructors and to Career Program Coordinator. Make curriculum changes/additions when needed.
11. Serve as substitute instructor.
12. Actively promote the program in the community with peers and the public at large.
13. Participate in community activities and organizations.
14. Perform other duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $40.00.

Application Deadline: 4:30 p.m., July 11, 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, and from an accredited Institution.
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 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-jssc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)
5. Proof of licenses.

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) 856-7722

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