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

INTENT TO EMPLOY

Posting Date: March 10, 2021

Position: Part-Time Financial Aid - Scholarship Secretary

Minimum Qualifications:

1. Associate degree **required (**May substitute 5 years related work experience for one year of education up to a maximum of four years education equivalency. For example, ten years of related work experience will be equated for an associate degree—**ten years must be verified.** For clarification, please contact Human Resources.)
1. A minimum of one (1) year equivalent working experience **required**.

Primary Purpose:
This part-time position will participate in a variety of secretarial functions involving the Financial Aid Office. The employee will:

Job Functions:

1. Provide assistance to students, faculty, staff, and community members who request information and materials at the reception desk.
2. Respond to inquiries regarding Financial Aid and scholarships.
3. Assist Students in filling out forms and scholarship materials to unit personnel.
4. Sort and distribute complete forms and scholarship applications.
5. Load data specific to the front desk area.
6. Promote positive campus/community relations for Financial Aid and the college.
7. Answer multi-line phones at the front desk.
8. Keep information table stocked with student information.
9. Input scholarship data.
10. Perform other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is $13.63.

Application Deadline: 4:30 p.m., March 24, 2021

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**.
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. (For clarification, please contact Human Resources) 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)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

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.***

EQUAL OPPORTUNITY EMPLOYER