

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



Posted Date: April 27, 2021

## INTENT TO EMPLOY

**Position:** Part-Time Receptionist for Workforce Education

**Minimum Qualifications:**

1. High school diploma or GED **required**.
2. Some college experience **preferred**.

**Job Functions:**

1. Answer the telephone, reply to questions concerning classes, take messages, and relay information to appropriate staff in a timely manner.
2. Receive, review, and sort incoming mail, determine disposition of mail, refer correspondence to the appropriate person within the department.
3. Operate the personal computer in preparation of emails, forms, student registrations, spreadsheets, and other correspondence.
4. Aid in responses of Workforce Education e-mail requests for class information and other information that pertains to the Department.
5. Respond in a positive and timely manner with accuracy and efficiency to written correspondence, telephone inquiries, and walk-in-visitors and other guests, employing professional courtesy, initiative, and a positive attitude in accordance with college and departmental policies and procedures.
6. Assist in maintaining the center's resource room, conference room, training rooms etc.
7. Assist in maintaining information on website for Workforce Education.
8. Perform other related duties as assigned.

**Salary:** Salary is based on 19 hours per week. Hourly rate is \$10.50

**Application Deadline:** 4:30 p.m., May 11, 2021

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Proof of education (copy of diploma or transcripts)
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**