

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



Posting Date: June 1, 2020

INTENT TO EMPLOY

Position: Part-Time Veterinary Technology Clinical Education/Lab Assistant

Minimum Qualifications:

1. Associates degree or higher in Veterinary Technology from an AVMA-CVTEA accredited program; **required.**
2. Minimum of three (3) years of full-time related working experience in the veterinary medical field as a credentialed veterinary technician **preferred.**
3. Minimum of three (3) years of working related experience teaching in an accredited veterinary technology program **preferred.**
4. License: Current Alabama Veterinary Technician License OR a valid out-of-state license (*must become licensed in Alabama*); **required.**

Job Functions: This is a part-time (H-30 Hrs./Wk.) position responsible for coordination and clinical implementation of nursing skills required by the American Veterinary Medical Association-Committee on Veterinary Technician Education and Activities (AVMA-CVTEA). This position reports to the program director. The employee will:

1. Collaborate with faculty to prepare, revise, and submit student learning outcomes, objectives and competencies for clinical courses.
2. Collaborate with faculty to review, evaluate, and recommend clinical curriculum changes.
3. Review and track student files for completeness and compliance requirements; collaborates with faculty to resolve discrepancies.
4. Coordinate and maintain all student clinical site documentation necessary for graduation and accreditation.
5. Schedule and travel to all clinical site facilities each semester to ensure they emulate contemporary veterinary standards.
6. Establish and maintain positive working relationships between students, veterinary clinical sites, faculty, and college.
7. Assist faculty with assessment / evaluation of students' essential nursing skills required by the AVMA-CVTEA.
8. Assist the Program Director and faculty in resolving student clinical issues.
9. Attend and participate in new student orientations and hands-on labs.
10. Perform institutional responsibilities and professional service which contribute to the fulfillment of the college's mission.
11. Follow institutional policies and procedures and fulfills the terms of one's employment.
12. Adhere to accrediting agency and program / college requirements.
13. Perform other duties as assigned.

Salary: \$30,787.00 to \$36,427.00 based on ACCS Board of Trustees Salary Schedule H-30-1 and experience.

Application Deadline: 4:30 p.m., June 15, 2020

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)
5. License/Certification(s)

"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