

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



INTENT TO EMPLOY

Posting Date: July 1, 2020

Position: Secretary-Manufacturing & Technology

Minimum Qualifications:

1. High School or GED Diploma **required**. Associate degree **preferred** (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. For clarification, please contact Human Resources.)
2. A minimum of one (1) year of full-time related work experience is **required**. Computer skills **required**.

Primary Purpose: Provide a variety of multifaceted clerical, secretarial, and administrative functions in support of the Manufacturing and Technology Center and other career and technical education programs within the Center for Professional, Career and Technical Education as needed. The position will report to the Director of Manufacturing and Technology. The employee will:

Job Functions:

1. Provide secretarial functions for the Manufacturing and Technology Center programs and activities and other career and technical education programs within the Center for Professional, Career and Technical Education as needed.
2. Perform general office work such as filing and maintain documents.
3. Assist as needed with preparing marketing materials, participating in outreach functions and others.
4. Answer the telephone, take messages, reply to questions concerning the program and the center and relay information to appropriate personnel.
5. Prepare and process correspondence including requisitions, check requests, data requests/reports.
6. Communicate with employees and other persons regarding office policies and procedures and follow as appropriate.
7. Prepare and Proofread outgoing letters and memos.
8. Operate standard office equipment such as computer systems, fax, copy machine, scanner, and telephone.
9. Obtain, gather, and organize essential data as needed and compile the data in a usable form.
10. Work with the Director of Manufacturing and Technology instructors, and appropriate others to retrieve, compile and maintain data needed to complete assessments and reporting, assist with assessments, obtain syllabi, etc.
11. Document texts and materials loaned to instructor s for their classes and monitor their checking in and out of the text.
12. Proctor tests as needed.
13. Maintain effective, professional relationships with students, faculty and staff, and others.
14. Perform other related job duties as assigned by appropriates.

Salary: \$26,129.00 to \$40,986.00 based on State Board of Education Salary Schedule E4/06 and experience.

Application Deadline: 4:30 p.m., July 17, 2020

Application Procedure: An 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-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