

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



INTENT TO EMPLOY

Posting Date: January 29, 2016

Position: Part-time Lab Assistant - Manufacturing and Technology

Minimum Qualifications:

1. Associate's degree or equivalent (at least 60 semester hours in a manufacturing, industrial/technical, engineering, or related area) **required**.
2. Industry Certificates/Apprenticeships in manufacturing/technology related area **preferred**.
3. A minimum of three (3) years of work experience in manufacturing or related area **preferred**
4. Basic computer skills including proficiency in Microsoft office applications **preferred**.

Primary Purpose:

This part-time position is responsible for assisting the Manufacturing and Technology program with upkeep of all labs, maintaining inventory of supplies, upkeep and maintenance of lab equipment, classroom/lab instruction and preparation as needed, assist with data collection and willing to travel between campuses and ability to work flexible hours including evening and day. This position will report to the Program Coordinator. The employee will:

Job Functions:

1. Assist in lab upkeep, set-up, and instruction based on need.
2. Keep labs, lab equipment in a safe operational condition, including safety guards, and safety signage.
3. Keep labs, lab equipment and tools, clean, organized, and stored in proper location.
4. Assist instructor in monitoring students while in the lab so as to ensure safety.
5. Maintain inventory of supplies and materials for labs.
6. Assist with program communications, data collection and review, and other as needed.
7. Assist in the instruction and development of manufacturing related skills.
8. Monitor students during any open lab sessions and assist during instructor absence as needed.
9. Follow institutional policies and procedures and fulfill the terms of one's employment.
10. Be able to work flexible hours including evening and day.
11. Be able to travel between campus locations.
12. Perform other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is \$20.00

Application Deadline: 4:30., January 12, 2016

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 accredited Institution.**

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)

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) 856-7720

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