

PLEASE READ BEFORE APPLYING FOR A PART TIME ONGOING POSITION

1. Part Time Ongoing positions are posted to create an applicant pool for possible openings. Therefore, an employment opportunity may **not** be available.
2. Should you wish to submit a complete application packet; Human Resources will forward your packet to the appropriate departments. The department will contact you directly should a position be available or if one becomes available at a later time.
3. Your application packet will be considered incomplete if you do not submit all required documents listed under **Application Procedure**.
4. Proof of education can be verified by either a copy of a diploma or transcripts.
5. If you are applying for one or more positions, you will need to submit a separate application packet for each position since the application packets will go to different departments.
6. The positions are mainly on the Jefferson Campus. If a position is specifically at the other campuses, the announcement will specify which campus.
7. The hours vary for each position. Our office is unaware of the specific hours a department needs for a particular position.

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

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.

EOE

Jefferson State Community College is an E-Verify Employer

BELOW ARE THE MOST CURRENT PART TIME ONGOING POSITIONS

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

INTENT TO EMPLOY

Posting Date: January 11, 2019

Position: Part-Time Media Relations Production Assistant

Minimum Qualifications:

1. High School diploma or GED **required**.
2. Some related experience **preferred**.

Primary Purpose: The Media Relations Production Assistant is responsible for assisting with all aspects of the college's marketing and public relations efforts, including providing appropriate and timely content on social media.

Essential Job Requirements:

1. Experience in communications, digital media or related field.
2. Must have experience producing high quality digital media content; and be well-versed in current and emerging communication technologies.
3. Knowledge and experience with software like Adobe Creative Suite (Photoshop, Premiere Pro, InDesign Illustrator) and/or other video editing software.
4. Knowledge of best practices for designing effective, engaging, and persuasive content for social media.
5. Knowledge of advanced graphic design techniques and related software.
6. Excellent written and verbal communication skills.
7. DSLR/Smartphone Photography.
8. Perform other duties as assigned.

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

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. **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)

INTENT TO EMPLOY

Position Title: **Adult Education Paraprofessional Aide**

Minimum Qualifications:

1. Associate's degree or High School Diploma or GED
2. Some related experience preferred

Job Functions:

The part-time paraprofessional/aide is an hourly employee performing duties in the Adult Education Program not more than 19 hours per week. The paraprofessional/aide assists the professional staff with classroom and office duties as assigned. This individual may be asked to accurately and efficiently perform any combination of classroom and office duties including:

1. Answer the phone, take messages, and relay information; make phone calls.
2. Score the TABE test.
3. Review, correct, update forms.
4. Enter data into the computer.
5. Arrange books and other instructional materials and supplies; check-out and return books and calculators to students.
6. Monitor student breaks.
7. File.
8. Make copies.
9. Prepare and send letters.
10. Unpack boxes.
11. Print and distribute information.
12. Assist students (under teacher supervision).
13. Other basic classroom and office-related duties.
14. Attend meetings, professional development, and other events determined to be necessary and related to the role of the adult education instructor for the adult education program and the college.
15. Perform other duties as assigned.

Salary:

Salary is based on 19 hours per week. Hourly rate will be determined by the Adult Education Program Director. Continuation of employment is subject to the availability of funding from state and/or federal sources.

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**.

INTENT TO EMPLOY

Position: Adult Education Instructor

Minimum Qualifications:

1. Bachelor's degree
2. Minimum one year experience working in adult education, adult literacy, or other programs that serve at-risk students and under-achieving adults.

Job Functions:

1. Convey the expectation of success to students and provide learning opportunities that enable them to achieve personal goals and academic advancements in a timely fashion.
2. Ensure that class attendance, student advancements, and student achievements reach goals established by the program.
3. Properly administer instructional assessments and reassessments that are valid and reliable. Use these instruments to diagnose, evaluate, and to develop a plan of instruction for each learner.
4. Address individual student learning styles with appropriate materials and teaching styles.
5. Review and learn the content of new instructional materials; incorporate their use into the present instructional program.
6. Solve conflicts and problems in the classroom.
7. Support procedures for recruitment and retention of students including one-on-one attention with personal matters and academic assistance; phone calls, meetings and other contacts with students as necessary.
8. Provide a learning environment that is respectful and supportive of students.
9. Maintain the physical appearance of classroom(s) and any related spaces (computer room, testing room, office, etc.) to be neat, clean, bright, easy to work in, and otherwise, conducive to learning.
10. Assess classroom needs and submit requests for materials, supplies and equipment to the Director of Adult Education.
11. Assist with learner intake and orientation
12. Maintain accurate learner sign-in sheets.
13. Maintain up-to-date records on each student.
14. Read and respond appropriately to all reports, procedures, notices, monitoring reports, evaluations, etc., from the director of adult education.
15. Provide all required reports in a timely way to the Office of Adult Education.
16. Assist in organizing and carrying out necessary details for meetings and workshops.
17. Assist in organizing and carrying out all aspects of the annual GED graduation.
18. Attend meetings, professional development, and other events determined to be necessary and related to the role of the adult education instructor for the adult education program and the college.
19. Provide instructional leadership and support by conducting workshops, coaching, mentoring, training and otherwise sharing new strategies and ideas with others.

Salary:

Salary is based on 19 hours per week: \$21.14 hourly rate.

Application Procedure: Submit application materials to Human Resources, Room 104 GWH.

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.

INTENT TO EMPLOY



Position Title: **Adult Education Substitute Instructor**

Minimum Qualifications:

1. Bachelor's degree.
2. Some teaching experience preferred.

Job Functions:

1. Convey the expectation of success to students and provide learning opportunities that enable them to achieve personal goals and academic advancements in a timely fashion.
2. Encourage students regarding class attendance, student advancements, and student achievements.
3. Properly administer instructional assessments and reassessments used in the classroom and use these instruments to diagnose, evaluate, and to develop a plan of instruction for each learner.
4. Solve conflicts and problems in the classroom.
5. Support procedures for recruitment and retention of students including one-on-one attention with personal matters and academic assistance; phone calls, meetings and other contacts with students as necessary.
6. Provide a learning environment that is respectful and supportive of students.
7. Maintain the physical appearance of classrooms(s) and any related spaces (computer room, testing room, office, etc.) to be neat, clean, bright, easy to work in, and otherwise, conducive to learning.
8. Maintain accurate learner sign-in sheets.
9. Maintain up-to date records on each student.
10. Provide all required reports in a timely way to the Office of Adult Education.

Salary:

Salary is based on 19 hours per week. Hourly rate will be determined by the Adult Education Program Director. Continuation of employment is subject to the availability of funding from state and/or federal sources.

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**.

INTENT TO EMPLOY



Position Title: **Building Aid**

Minimum Qualifications:

1. High school or GED diploma preferred.
2. One year related work experience preferred.

Job Functions:

1. Clean classrooms and laboratories to include washing chalkboards, washing desks, straightening chairs, emptying trash, washing trash cans, replacing bags, sweeping and vacuuming floors.
2. Clean and maintain restrooms to include emptying trash; washing trash cans; cleaning/disinfecting commodes; cleaning mirrors, sinks, petitions; mopping floors; replenishing tissue, soap, and towels.
3. Clean offices to include emptying trash; replacing bags; dusting furniture; dusting ceiling fans; vacuuming.
4. Clean vending area to include wiping top and front of vending machines; mopping; emptying trash.
5. Maintain overall appearance of building to include dusting clocks; wiping doors, cleaning door glass; cleaning drinking fountains; cleaning hallways; sweeping entrance areas; keeping steps and landing clean; cleaning vents and equipment room doors.
6. Place trash at designated place outside building for trash pick-up.
7. Order and maintain sufficient stock of supplies for the proper function of duties.
8. Deliver clean mops to work areas and return dirty mops to maintenance building.
9. Set up tables, chairs, and other facilities for meetings or special events as needed.
10. Report light bulbs not working to maintenance and/or building representative.
11. Report broken and damaged furniture.
12. Report electrical or plumbing problems.
13. Perform other duties related to the work described herein.

Salary:

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

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. A current resume

INTENT TO EMPLOY



Position Title: **Workforce Education Instructor**

Minimum Qualifications:

1. Possess a specific knowledge base in their subject area and be approved by the Director of Workforce Education.
2. Current state of Alabama license or credentials required (if applicable).
3. Experience in field.
4. Ability to maintain rapport with colleagues and students and to conduct themselves with a high level of professionalism.

Job Functions:

1. Be responsible for instruction in the appropriate teaching environment
2. Be responsible for class preparation.
3. Participate in curriculum development and evaluation
4. Provide academic advising to students

Salary:

Salary is based on 19 hours per week. Hourly rate will be determined by the Director.

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. Can be either a copy of diploma or transcripts. 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. Proof of licenses or credentials if required.

INTENT TO EMPLOY



Position Title: **Enrollment Services**

Minimum Qualifications:

1. High School or GED diploma required.

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 admissions, records.
3. Issue unofficial transcripts to students.
4. Assist students in filling out forms.
5. Sort and distribute completed forms to unit personnel.
6. Load data specific to the front desk area.
7. Promote positive campus/community relations for Enrollment Services and the college.
8. Answer multi line phones at the front desk.
9. Assist in the advising center as needed.
10. Keep information table stocked with student information.
11. Perform data entry.
12. Accurately scan college records and documents electronically.
13. Perform other related job duties as assigned.

Salary:

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

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.

INTENT TO EMPLOY



Position Title: L-19 Enrollment Services Evening Assistant

Minimum Qualifications:

3. High School diploma or GED required.

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 admissions, records.
3. Issue unofficial transcripts to students.
4. Assist students in filling out forms.
5. Sort and distribute completed forms to unit personnel.
6. Load data specific to the front desk area.
7. Promote positive campus/community relations for Enrollment Services and the college.
8. Answer multi-line phones at the front desk.
9. Assist in the advising campus as needed.
10. Keep information table stocked with student information.
11. Data entry.
12. Accurately scan college records and documents electronically.
13. Perform other related duties as assigned.

Salary:

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

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.

INTENT TO EMPLOY



Position Title: **Financial Aid Assistant**

Minimum Qualifications:

1. High School or GED diploma required.

Job Functions:

1. Provide help with the scanning process of financial aid documents
2. Perform secretarial functions
3. Answer the telephone, take messages, reply to questions concerning financial aid and relay the information to the appropriate personnel
4. Communicate with employees and other persons regarding financial aid procedures
5. Perform general office work, such as mailing and filing documents
6. Operate standard office equipment, such as scanning machine, mainframe computer system, PC, fax machine, copy machine, and telephone
7. Maintain effective, professional relationships with other offices on campus
8. Perform other related job duties as assigned

Salary:

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

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.

INTENT TO EMPLOY



Position Title: **Learning Success Center Lab Assistant**

Minimum Qualifications:

1. High School or GED diploma required.

Job Functions:

1. Assist in the daily operations of the LSC to include working with students to select appropriate instructional resources and operating equipment.
2. Assist students as a resource person to answer questions and to provide general college information.
3. Greet LSC participants and log utilizations of the lab using the SIS system.
4. Enforce the Computer Lab Rules to ensure appropriate use of computers and equipment.
5. Determine if equipment is malfunctioning and, if so, report the problem to supervisor or IT Support personnel via email.
6. Answer the telephone.
7. Provide information related to services and schedules of other departments in the BET Center.
8. Assist staff with daily operations including mail, collection of data. Cleaning of the labs, and other routine tasks.
9. Perform other related duties incidental to the work described herein.

Salary:

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

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.

INTENT TO EMPLOY

Position: Part-Time Microcomputer Technical Assistan
CIS Department Computer Lab Technician-Shelby Campus

Minimum Qualifications:

1. High School Diploma or GED required. Associate's degree preferred.
2. Prior hardware/troubleshooting experience preferred.

Primary Purpose:

This position will provide technical assistance to maintain the four computer labs. It will also assist with hardware installations and software patches and upgrades, and network connectivity.

Essential Functions:

1. Assist with installation of hardware and software. (Support 140 workstations in the four classrooms)
2. Assist in diagnostic/trouble-shooting procedures. (Trouble-shoot and repair PC hardware failures. Power supplies, hard drives, optical drives, motherboards, monitors etc.)
3. Assist cleaning of labs and other routine tasks.
4. Assist in evaluation of maintenance/service requests.
5. Maintain, configure and repair computers and printers in four computer labs.
6. Assist in developing and updating department web page.
7. Assist faculty in setting up a learning environment that allows faculty and students to have the access they need to master the objectives listed in the plans of instruction for each course provided by the Department of Postsecondary Education.
8. Keep printer paper and toner cartridges in the printer in the open computer lab.
9. Assist students in the open computer lab with basic questions regarding the computer.
10. Maintain utilization data on printer usage in open computer lab.
11. Performs miscellaneous job-related duties as assigned.
12. Assist the Department and assume any additional responsibilities as delegated.

Salary: Salary is based on 19 hours per week.

Deadline: 4:30 p.m.,

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

INTENT TO EMPLOY

Position Title: **Police Officer**

Minimum Qualifications:

1. High school diploma or GED required; Associate Degree preferred.
2. One year of work experience required.
3. Current Alabama driver's license required.
4. APOST certification required.

Job Functions:

1. Provide foot and vehicular patrol of the campus.
2. Respond to and investigate all incidents on campus including but not limited to motor vehicle accidents or criminal or college violations.
3. Provide security to college community, as requested, including but not limited to escorting personnel to vehicles late at night or acting as a witness at meetings involving potentially irate personnel or students.
4. Enforce criminal and traffic laws, making arrests, and issuing summons as required.
5. Secure college buildings.
6. Write tickets for parking violations.
7. Complete incident reports.
8. Monitor authorized student activities for adherence to college policies.
9. Lock and unlock offices and buildings as requested.
10. Make emergency notifications.
11. Detect and report hazardous conditions including but not limited to potholes, light outages, obstructions, etc.
12. Complete twelve hours of continuing education annually as required by APOST.
13. Lend security support to either campus as requested.
14. Respond to fire alarms and advise fire department when necessary.
15. Administer emergency first aid/CPR.
16. Open car doors, if possible, when keys have been locked inside.
17. Assist in starting vehicles with weak batteries.
18. Maintain the college lost-and-found service.
19. Deliver messages to people who cannot be reached by phone or radio.
20. Transport the mail and cash receipts to designated "on and off" campus locations as appropriate.
21. Appear in court and testify as required.
22. Perform other related duties incidental to the work described herein.

Salary:

Salary is based on 19 hours per week. Hourly rate is \$15.00.

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.
4. Work experience verification.
5. Proof of current Alabama driver's license.
6. Proof of APOST certification.

INTENT TO EMPLOY

Position Title: Receptionist/Telephone Operator

Minimum Qualifications:

1. High School or GED diploma required.
2. One year related work experience preferred.

Job Functions:

1. Receive and relay incoming and internal calls.
2. Refer messages to appropriate parties.
3. Answer questions, route and direct calls as appropriate.
4. Refer non-routine questions or inquiries to appropriate department.
5. Greet visitors and direct them to proper location.
6. Assist in updating College Directory as changes are provided by departments or from telephone orders.
7. Count incoming calls on randomly selected days and maintain a log in order to establish an average for a yearly report.
8. Perform other related duties incidental to the work described herein.

Salary:

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

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.

INTENT TO EMPLOY

Position Title: **Tutor/Lab Assistant for Reading**

Minimum Qualifications:

1. Bachelor's degree in their particular discipline or related field or the equivalent in professional experience and the appropriate licenses, registrations, and certification(s) for the position.

Job Functions:

1. Responsible for tutoring in the Reading Laboratory.
2. Provide tutoring in one or more disciplines, i.e. reading.
3. Provide reading skills assistance utilizing multimedia equipment.
4. Assist in designing reading curriculum content for individual students in the Reading Laboratory.
5. Provide tutoring in computer applications.
6. Assist in enrolling students into appropriate software programs in the Reading Laboratory.
7. Follow institutional policies and procedures and fulfill the terms of one's employment.

Salary:

Salary is based on 19 hours per week. Hourly rate is \$14.56

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**.

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

INTENT TO EMPLOY

Post Date: May 16, 2018

Position Title: Part-Time Adult Education Ready-To-Work Trainer
Continued employment is contingent upon funding from the grant

Minimum Qualifications:

1. High School Diploma or GED. Bachelor's degree **preferred**.
2. A minimum of one (1) year of full-time related teaching and/or training experience **required**. Experience in business or industry **preferred**.

Primary Purpose: This Part-Time position will train pre-employment classes and other pre-employment related programs for Workforce Development. This position requires advanced communication and customer services skills, and the ability to motivate adult learners. This position may require day, evening, and weekend assignments, as well as working at off-campus sites. The employee will:

Job Functions:

1. Be responsible for teaching pre-employment training courses using instructional methods geared toward the adult learner in a classroom setting. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students for the workforce.
2. Be responsible for teaching the RTW curriculum and preparing students for the WorkKeys test.
3. Plan and prepare relevant and practical class lessons and monitor student performance.
4. Effectively present technical information to groups in a classroom or lab environment.
5. Implement a variety of instructional delivery methods that include group or individualized instruction, as well as computer programs that help students prepare for the workforce.
6. Administer TABE and Work/Keys tests to determine individual progress.
7. Create a climate that encourages and supports learning.
8. Complete and maintain appropriate student registration, attendance, and assessment records, and ensure timely submission of data for reporting purposes.
9. Maintain and update inventory of materials on hand for all classes.
10. Work independently when required and take the initiative to seek out tasks that need to be completed.
11. Work a flexible schedule to include evening classes or weekend assignments.
12. Perform other duties as assigned by Supervisor.

Salary: Salary is based on 19 hours per week. Hourly rate is \$23.00.

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 m

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

INTENT TO EMPLOY

Posting Date: June 27, 2018

Position: Part Time Police Dispatcher

Minimum Qualifications:

1. High school diploma or GED **required**; Associate Degree **preferred**.
2. Experience with police communication, and or law enforcement **preferred**.
3. Current Alabama driver's license **required**.
4. Capable of receiving NCIC certification.

Primary Purpose:

The police dispatcher receives routine and emergency calls for service via telephone, radio or emergency phone. The call for service is then dispatched to police officers and other emergency responders. The dispatcher then provides support to the officers by providing intelligence as needed via NCIC / ACJICS, surveillance cameras and other data bases. The dispatcher also provides liaison and logistic support as requested. This position also includes providing security to the campus and campus events. The employee will:

Job Functions:

1. Receive calls for routine and emergency services by phone, call boxes or radio.
2. Question callers to obtain required information.
3. Dispatch required resources to calls.
4. Maintain computer based dispatch logs.
5. Operate NCIC / ACJICS and other data bases upon request from police officers.
6. Facilitate entry of stolen property reports into NCIC.
7. Maintain case number logs.
8. Monitor security cameras at all locations.
9. Send emergency notifications via e-2 campus and Alertus system.
10. Issue student identifications and parking permits.
11. Provide directions and general information about the college to visitors.
12. Patrol the campus by foot and in vehicles.
13. Issue citations for parking offenses.
14. Monitor authorized student activities for adherence to college polices and state laws.
15. Provide escorts for students, faculty and staff.
16. Secure college campus.
17. Lock and unlock offices and buildings as requested.
18. Report criminal violations to sworn officers.
19. Open car doors, when requested, when keys have been left inside.
20. Deliver messages to people that cannot be reached by phone.
21. Perform other activities as requested by the Director of Safety and Security.
22. Perform other duties as assigned.

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

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)
5. Proof of current Alabama driver's license

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

INTENT TO EMPLOY

Posting Date: May 16, 2018

Position: Part-Time Student Advising/Mentorship – JEFFCOACH

Minimum Qualifications:

1. Bachelor's degree **required**.
2. Minimum of One (1) year of full-time related work experience **preferred**.

Primary Purpose:

This part-time position will serve as a mentor/coach/advisor for freshman students and requires a high degree of contact and follow-up with students during their first year in college. The advisor/mentor will meet with students a minimum of five times per semester. The employee will:

Job Functions:

1. Provide the initial contact with a selected group of first time full-time freshmen students and complete a student profile sheet and administer program requirements.
2. Provide academic advising for a selected group of first time full-time freshmen students and assist these students with degree plans.
3. Provide academic advising for selected students who are undecided and assist these students in selecting a major.
4. Schedule follow-up coaching appointments with students to provide guidance, support, and needed resources to assist students with resolving issues and with acclimation into the college environment.
5. Maintain a collection of reference resources and assist students in the use of these resources.
6. Ensure consistent coaching/mentorship principles and procedures are adhered to.
7. Collaborate with selected students, student support services and instructor.
8. Respond to student inquiries as a priority.
9. Respond to email in the established time designated.
10. Assist students in obtaining necessary documents required by college policies.
11. Assist student in accessing community resources as appropriate.
12. Interpret admissions, records, grading, and registration policies to students, faculty, and staff.
13. Assist selected students during registration.
14. Confer with students regarding student records and academic policies.
15. Evaluate academic transcripts.
16. Promote positive campus/community relations for the College.
17. Work to affect the retention of first-time full-time freshmen college students at the college.
18. Coordinate and end of semester reception.
19. Assist in data collection for Program Assessment and Reporting.
20. Perform other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is \$15.00.

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)

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

INTENT TO EMPLOY

Posting date: August 23, 2018

Position: Part-Time EMS Instructor Assistant/Lab

Minimum Qualifications:

1. High School Diploma or GED **required**. Completion of an accredited EMT-Paramedic Program **required**. Completion of Fire or EMS Instructor I course **preferred**.
2. A minimum of three (3) years of EMS experience as a licensed EMT **required**.
3. Currently licensed EMT-P by the State of Alabama Department of Public Health-EMS Division **required**.

Primary Purpose:

This is a part-time teaching position with responsibility for assisting with the delivery of quality instruction and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Program Director. The employee will:

Primary Functions:

1. Be responsible for instruction and or assisting the EMS program at the appropriate level and evaluates student learning.
2. Assist with the delivery assigned EMS course, to include delivery of classroom instruction and lab; includes dual enrollment also.
3. Is responsible for class and / or laboratory preparation.
4. Perform division / program responsibilities.
5. Assist with EMS lab maintenance / upkeep and other responsibilities as assigned.
6. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
7. Follows institutional policies and procedures and fulfills the terms of one's employment.
8. Fulfills other duties and responsibilities as delegated by appropriates.

Salary: Salary is based on 19 hours per week. Hourly rate is \$27.22.

Application Procedure: An application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Proof of Education
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)
5. License

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



INTENT TO EMPLOY Posting Date: June 27, 2018

Position: Part-Time Maintenance Technician

Minimum Qualifications:

1. High school diploma or GED **required**.
2. Two years of related work experience **preferred**.
3. Valid driver license **required**. Must be insurable by the college's insurance carrier.

Primary Purpose: Provide general maintenance to the buildings on each of the campuses of the college, to include maintaining, repairing, and installing equipment and fixtures, providing light plumbing repairs, and other repairs and maintenance as needed.

Job Functions:

1. Provide general maintenance to the buildings, to include replacing bulbs and ballasts, replacing ceilings tiles, hang pictures, mount bulletin boards, black boards, and projection screens.
2. Clear blocked sewer drains, clean roof drains and minor plumbing repairs.
3. Lubricate bearings, change filters in air handlers, replace worn belts, and provide routine checks on HVAC equipment.
4. Provide assistance to electricians and skilled technicians as needed.
5. Assemble furniture.
6. Pressure washing sidewalks.
7. Perform minor drywall repairs.
8. Painting to include the interior and exterior of buildings, curbs, and parking lot striping.
9. Replace parts and lubricate machinery.
10. Performs other related duties incidental to the work described herein.

Salary: Salary is based on 19 hours per week. Hourly rate is \$15.00

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 GED)
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)
5. Copy of driver license

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INTENT TO EMPLOY

Position: Part-Time Respiratory Therapy Instructor/Lab Assistant

Minimum Qualifications:

1. Bachelor's degree from an academic institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education **required**.
2. Minimum of four (4) years of full-time related work experience as a Registered Respiratory Therapist with a least two (2) years in clinical respiratory care **required**. Minimum of two (2) years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
3. License: Valid Registered Respiratory Therapy (RRT) credential and current state (AL) license **required**.

Job Functions: This position includes responsibility for teaching respiratory therapy class(es) and laboratory, assisting as needed with lab/classroom set-up, planning and presentation of quality instruction, supervising and evaluating student learning in the class/lab setting, and for otherwise contributing to the fulfillment of the college's mission. The employee will:

1. Provide quality classroom and laboratory instruction for Respiratory Therapy courses and evaluate student learning and outcomes; assist with laboratory set-up for classes.
2. Assist with program operations including but not limited to classroom/laboratory set up, program assessment and evaluation, curriculum development/revision, and others as needed.
3. Assist with program accreditation requirements as needed.
4. Responsible for class and laboratory preparation.
5. Maintain professional competency in respiratory therapy.
6. Maintain professional licensure and participate in professional development activities/continuing education programs.
7. Adhere to accrediting agency requirements; follow institutional policies and procedures and fulfills the terms of one's employment.
8. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
9. Participate in department/division meetings, faculty/staff meetings and discussions about curriculum, and other instructional related activities on and off campus.
10. Perform other duties as assigned by appropriates.

Salary: Salary is based on 19 hours per week. Hourly rate is \$25.00

Application Procedures:

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)