

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

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 Title: **Adult Education Instructor**

Minimum Qualifications:

Bachelor's degree with Rank2/ClassB Teacher's Certificate issued by the State Department of Education. After employment, this teaching certificate must be kept current.

OR

Bachelor's degree with a minimum of 15 semester hours (or its equivalent) in adult education coursework. This coursework must be completed within three years of the date of employment. After employment, the teacher must attend at least 50 clock hours of continuing education every five year.

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: \$20.33 hourly rate.

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**.
4. Proof of Teacher's Certificate

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 \$9.15

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: **Community and Corporate Education Instructor**

Minimum Qualifications:

1. Possess a specific knowledge base in their subject area and be approved by the Director of Community and Corporate 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: **Educational Talent Search Tutor Aide**

Minimum Qualifications:

1. College student with a minimum of 2.5 GPA and “B” average in subject to be tutored or high school junior or senior with a minimum of 3.0 GPA and “A” average in subject to be tutored.
2. Understanding of educational needs of socially, economically, and educationally deprived populations, preferred.

Job Functions:

1. Conduct group and individual tutorial sessions as assigned by the tutor site coordinator or Educational Programs Coordinator.
2. Be supportive of participants’ academic endeavors.
3. Attend all tutorial training and orientation sessions.
4. Maintain records of participant academic progress.
5. Assist participants with study skill development.
6. Report all behavioral problems to site supervisors.
7. Perform other duties as required to achieve program goals and objectives.
8. Report to Site Supervisor and Educational Programs Coordinator assigned to the site.

Salary:

Salary is based on 19 hours per week. Hourly rate is \$7.49—this is a grant funded program.

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: **Educational Talent Search Tutor Coordinator**

Minimum Qualifications:

1. Bachelor's Degree in Education with the familiarity of basic middle school subject areas.
2. Certified Teacher in Alabama preferred.
3. Experience tutoring secondary school students preferred.
4. Understanding of educational needs of socially, economically, and educationally deprived populations preferred.

Job Functions:

1. Assign responsibilities for each tutor at the site.
2. Conduct group and individual tutorial sessions as needed.
3. Attend all tutorial training and orientation sessions.
4. Administer or interpret academic assessments for all tutorial participants.
5. Process participant applications and tutorial needs assessments.
6. Notify Educational Program Coordinator and target school Guidance Counselor if discipline problems are encountered.
7. Maintain records of tutorial sessions.
8. Evaluate participants on a quarterly basis.
9. Assist Educational Program Coordinator in conducting study skills workshops.
10. Perform other duties as required to achieve program goals and objectives.
11. Report directly to Educational Program Coordinator assigned to the site.

Salary:

Salary is based on 19 hours per week. Hourly rate is \$14.98—this is a grant funded program.

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: **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 \$9.15

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 \$9.15

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 \$9.15

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 \$9.15

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 Assistant
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 \$13.11.

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. Receipt cash and checks in payment of fees, fines, loans and other services.
7. Assist in updating College Directory as changes are provided by departments or from telephone orders.
8. Count incoming calls on randomly selected days and maintain a log in order to establish an average for a yearly report.
9. Perform other related duties incidental to the work described herein.

Salary:

Salary is based on 19 hours per week. Hourly rate is \$9.15

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 \$14.00

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 must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.