

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



Posting Date: January 13, 2021

## INTENT TO EMPLOY

### TEMPORARY APPOINTMENT

**Position:** Office Manager - Center for Workforce Education

**Minimum Qualifications:**

1. Associate degree **required** (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 equate to an associate degree- **ten years must be verified.** For clarification, please contact Human Resources.)
2. A minimum of (3) three years of full-time related work experience **required.**

**Primary Purpose:** Participates in a variety of multifaceted secretarial functions associated with the operation of Center for Workforce Education. The employee will:

**Job Functions:**

1. Operate the personal computer in preparation of reports, forms, student registrations, and other correspondence.
2. Respond in a positive and timely manner with accuracy and efficiency to written correspondence, telephone inquiries, and walk-in visitors and other guests, employing professional courtesy, initiative, and a positive attitude in accordance with college and departmental policies and procedures.
3. Create classes on the Banner and assign CRN numbers for community open enrollment classes.
4. Process registration fees for students enrolling in courses.
5. Utilize Banner to register students and to access student information.
6. Maintain and updated textbook list and order books through JSCC bookstore for instructors and students.
7. Serve as the administrator for online learning training partners including assisting with student registration and monthly vendor billing.
8. Maintain the Center for Workforce Education's website with accurate information.
9. Receive, review, and sort incoming mail, determine disposition of mail, refer correspondence to others within the department.
10. Assist the Director and Coordinator of Career Programs in hiring and orientating part-time and contract instructors. Provide ongoing support by among other things, duplicating handouts, ordering books, ordering classroom supplies, mailing class packets, etc.
11. Orient new department staff to department office policies and procedures.
12. Prioritize and arrange work schedule to meet deadlines. This may periodically include delivering classroom materials outside of business hours and to campuses/locations other than the Jefferson Campus.
13. Process travel forms, check requests, requisitions, maintenance work forms, monthly report of leave and follow-up status of such forms.
14. Assist in maintaining a records management filing system both electronically and for paper records including, but not limited to, classroom/student documents such as syllabi, attendance records, grades, tests, etc.
15. Purge and prepare class folders for storage, as required by Records Disposition Authority, on an annual basis.
16. Proofread and otherwise check for accuracy all documents produced as associated with the Director's office and the above-mentioned area including the postcard that is prepared and mailed quarterly to the community.
17. Database management for data entry for the state TEBIN database.
18. Generation and mail "Certificate of Completion" as required for students who successfully complete classes.
19. Perform other related job duties as assigned.

**Salary:** \$31,077.00 to \$45,935.00 based on ACCS Board of Trustees Salary Schedule E3/05 and experience.

**Application Deadline:** 4:30 p.m., January 28, 2021

**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.**
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)

**"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 856-8598  
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**