

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



## INTENT TO EMPLOY

Posting Date: July 23, 2021

### INTERNAL POSTING

**This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.**

**Position:** Dean of Economic Development

**Minimum Qualifications:**

1. Master's degree **required**.
2. A minimum of five (5) years' work experience in economic development, public service or community relations required.

**Job Functions:**

The Dean of Economic Development is responsible for developing and maintaining the external relationships of the college, particularly related to institutional and economic development. This position also works with other offices to monitor and secure resources to advance the goals of the college. This position serves as a primary representative of the college to the community related to economic development initiatives. The employee will:

1. Develop and maintain relationships between the College and outside entities, particularly related to institutional and economic development.
2. Develop goals and objectives for institutional development functions of the College.
3. Coordinate the development of strategic plans for the College.
4. Establish and maintain liaisons with private and public agencies/entities at the local, state and national level.
5. Identify potential external resources, such as grants, partnerships, etc., that will help achieve the goals of the College.
6. Work with college personnel to develop proposals for funding from private and public funding sources.
7. Maintain external relationships with alumni, retirees, and related individuals.
8. Supervise departmental personnel to develop and advance the interest of the College.
9. Supervise the planning and execution of College events, particularly those involving internal and external development activities.
10. Participate in staff development and in-service meetings.
11. Follow College policies and procedures in conducting program activities.
12. Serve on College committees as assigned.
13. Participate in community service activities to advance the interest of the College.
14. Perform other duties as assigned by the college administration as required to achieve the goals and objectives of the program.

**Salary:** \$91,457.00 to \$126,303.00 based on ACCS Board of Trustees Salary Schedule B and experience.

**Application Deadline:** 4:30 p.m., August 6, 2021

**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. 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 856-7899  
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**

