

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



Posting Date: November 18, 2021

INTENT TO EMPLOY

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: Program Assistant / Office Administration Program

Minimum Qualifications:

1. Bachelor's degree with a minimum of 27 semester hours in the teaching field **required**. Background in Office Management, Microcomputer Software Applications, and Medical Terminology and Transcription **preferred**.
2. A minimum of three (3) years of full-time related work experience **required**.

Primary Purpose: This position includes all responsibilities of a full-time instructor and additional responsibilities related to the operation of an academic program. The Program Assistant shall be granted one class release time per term. The program assistant serves at the pleasure of the President. The employee will:

Essential Job Functions:

1. Provide input to the appropriate administrator to develop and implement the program within the guidelines of the division/department and college.
2. Develop advising materials and provide academic advising to pre-program and program students.
3. Supervise the admission of students to the program according to approved guidelines and admission criteria.
4. Propose and coordinate the scheduling of program courses.
5. Recommend members for appointment to a Program Advisory Committee and coordinate the activities of the Committee when appropriate.
6. Request purchase of up-to-date materials for the Learning Resources Center.
7. Assist the appropriate administrator to evaluate the program at regular intervals, including completing annual program reviews, follow-up studies of graduates, and other reports to document program status.
8. Serve on division and college committees as requested.
9. Perform other duties as assigned.

Salary: \$50,932.00 to \$110,232.00 based on ACCS Board of Trustees Salary Schedule D-1B, education and experience.

Application Deadline: 4:30 p.m., November 29, 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**.

“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.***

EQUAL OPPORTUNITY EMPLOYER