

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



Posting Date: November 30, 2021

## INTENT TO EMPLOY

**Position:** Histologic Technician Education Coordinator (Jefferson Campus & other locations as assigned)

### Minimum Qualifications:

1. Associate degree with a major in assigned teaching area **required**.
2. A minimum of three (3) years of full-time experience as a histology Practitioner **required**. Experience in course development and in student instruction, supervision, evaluation, guidance, and academic counseling **preferred**. Has knowledge of NAACLS accreditation and current certification procedures **preferred**.
3. The HST Education Coordinator shall be a laboratory scientist who holds ASCP-BOC U.S certification as a Histotechnologist or Histotechnician.

### Job Functions:

This is a full-time teaching position with responsibility for planning, preparation, and presentation of quality instruction and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Program Coordinator of Histotechnician Program. The employee:

1. Be responsible for instruction in the appropriate teaching environment(s) and evaluates student learning.
2. Be responsible for class and laboratory preparation.
3. Participate in curriculum development, evaluation, and recommends new or revised curriculum.
4. Provide academic advising to students.
5. Perform department/program responsibilities.
6. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
7. Follow institutional policies and procedures and fulfills the terms of one's employment.
8. Adheres to accrediting agency requirements.
9. Maintain professional credentials; participate and document ongoing professional development.
10. Maintain professional competency in laboratory technology.
11. Fulfills other duties and responsibilities as delegated by the President, Vice President or Associate Dean.

**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., December 14, 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, and from an accredited Institution**.
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. Certification(s)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7899 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