



INTENT TO EMPLOY

Position: Learning Success Center (LSC) 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: Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume.
3. Proof of education.

Jefferson State Community College employment applications are available at www.jeffstateonline.com and from:

Human Resources Office
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.

EQUAL OPPORTUNITY EMPLOYER