



## INTENT TO EMPLOY

**Position:** Part Time Receptionist/Telephone Operator

**Minimum Qualifications:**

1. High School or GED diploma required.
2. One year related work experience preferred.

**Job Functions:**

1. Receive and relay incoming and internal calls.
2. Refer messages to appropriate parties.
3. Answer questions, route and direct calls as appropriate.
4. Refer non-routine questions or inquiries to appropriate department.
5. Greet visitors and direct them to proper location.
6. Receipt cash and checks in payment of fees, fines, loans and other services.
7. Assist in updating College Directory as changes are provided by departments or from telephone orders.
8. Count incoming calls on randomly selected days and maintain a log in order to establish an average for a yearly report.
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](http://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**