

**J.F. Ingram State Technical College
Job Description**

**JOB TITLE
Career Lab Assistant**

Summary: Under the direct supervision of the Dean of the College, the Career Lab Assistant will provide educational, career, and transitional services to eligible program participants.

Essential Functions: Duties of this position include, but are not limited to:

- Performs data entry using Blumen computer software for tracking data for students in the program.
- Interprets student transcripts for academic advisement.
- Conducts workshops on topics to include career opportunities, job finding skills and interview skills, and transition.
- Develops and submits semester and annual reports.
- Develops and maintains student files.
- Assists in the orientation of new students.
- Administers test batteries and interprets the results.
- Performs needs analysis to monitor (equipment, materials and supplies) program purchases.
- Communicates with other faculty and staff to share student data.
- Attends professional development workshops.
- Develops and implements workforce development and career enhancement activities for eligible participants.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama State Board of Education, the Alabama Community College System, and J. F. Ingram State Technical College.
- Performs other duties as assigned by the Dean of the College or his designee.

REQUIRED QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from a regionally-accredited college or university and/or three years related experience. Experience with database software, database design, data management and presentation. Ability to manage and communicate with groups of students on a daily basis without supervision.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to communicate effectively in writing. Ability to speak effectively in public and to make effective presentations to groups.

MATHEMATICAL SKILLS: Ability to comprehend and apply principles necessary to carry out assigned testing duties.

NON-EXEMPT

REASONING ABILITY: Ability to apply principles of logical thinking to intellectual and practical problems. Ability to deal with non-verbal symbolism. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Ability to coordinate activities and work effectively with other divisions and departments within the College.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of Career Lab Assistant, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance.

The employee may be required to lift and/or move up to 50 pounds. Specific vision abilities required may include; close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS: Each employee is working in a correctional environment and must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by: _____

Date: _____

Salary Schedule Placement: E

Full-time/Salaried Position

(Not on Tenure Track)