

J. F. INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Career Lab Assistant

Posted: February 3, 2012



Application Deadline: Search will continue until 3:00 PM on February 24, 2012.

General Information: J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, and adjacent to Draper Correctional Facility in Elmore County. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: Bachelor's degree from a regionally-accredited college or university and/or three years related experience is required. Evidence of experience with database software, database design, data management and presentation is required.

Job 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. This position is a professional position functioning under the direction and leadership of the Dean of the College. Listed below are the primary responsibilities of the position. These may be modified or others assigned in order to meet the needs of the College.

Duties and Responsibilities:

- 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.

Salary Range: *Salary will be determined by placement on appropriate Alabama State Board of Education –approved salary schedule E.*

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

Application Procedure:

Application forms are available from the following address:

Human Resources
J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022-0350
(Phone: 334-290-3279)

(continued on reverse)

Phone: 334-290-3248 Fax: 334-285-2521
P. O. Box 220350 Deatsville, Alabama 36022-0350

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills.

A complete application packet consists of:

- **A completed institutional application form. Only unaltered J.F. Ingram's application forms will be considered, and must be filled out completely.**
- **A current resume reflecting all previous work experience.**
- **Three current letters of verification, dated within the previous twelve (12) months, that confirm experience claimed by the applicant.**
- **Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the college.**

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

Other Information:

J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for State Board Policy 623.01 will be followed. I further understand that I will be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, 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. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.