



REID STATE TECHNICAL COLLEGE

"The College That Works"

POSITION ANNOUNCEMENT/INTENT TO EMPLOY
(posted December 20, 2017)

Deadline Extended

Position: Health Careers Lab Assistant

Required Qualifications

1. Diploma in Practical Nursing from an accredited institution, required.
2. Unencumbered Alabama practical nursing license.

Duties & Responsibilities

1. Substituting in case of departmental instructor absence.
2. Maintain unencumbered Alabama practical nursing license.
3. Properly advise students on admission, progression, and transfer policies of the health careers department and the Alabama Community College System guidelines.
4. Assist in maintaining applications, admission and health records of students in the health careers department.
5. Assist new and returning students in completing the registration process.
6. Assist with evaluation of transcripts.
7. Assist safety committee chair with managing and documenting safety committee minutes, records and recommendation.
8. Grading, filing, copying, and other clerical duties.
9. Other duties as assigned.

Salary Commensurate with education and experience according to ACCS Salary Schedule E3.

Anticipated Employment Period – January 16, 2018

Application Deadline – January 5, 2018

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- A current resume
- Written verification of minimum, required work experience from a current or previous employer. Verification must include employment dates, job title, indicate if the employment was full-time or part-time, and be on official letterhead with an authorized signature.
- Copy of unofficial or official transcripts. (Transcripts must confirm applicant meets educational requirements.) Copies of High School diploma will not be accepted.
- Three (3) signed letters of references (not more than one year old; no computer generated signatures).

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Reid State Technical College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.