



POSITION VACANCY ANNOUNCEMENT

Clerical Assistant

THIS POSITION IS FILLED ON AN AS-NEEDED BASIS

Jefferson Davis Community College is seeking a part-time temporary clerical assistant employee to perform routine office tasks, such as answering the phone, filing, and assisting students.

Salary: Hourly rate with no benefits

Applicant must submit a JDCC Application for Employment in order to be considered for this position.

Send completed application:

Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427-0958

Jefferson Davis Community College Application for Employment Form is available from:

Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427
Phone: (251) 809-1530
and on the JDCC web page at: www.jdcc.edu

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be submitted to discrimination under any program, activity, or employment.