

# Jefferson Davis Community College

## ***POSITION VACANCY ANNOUNCEMENT***

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<b>POSITION:</b>	<b>Part-Time Welding Instructional Assistant (Atmore Campus)</b>
<b>DESCRIPTION OF COLLEGE:</b>	Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama.
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Experience in welding or welding certificate required.</li><li>• Effective communications skills are required.</li></ul>
<b>DUTIES:</b>	<p>The Part-Time Welding Instructional Assistant will assist the instructor and students in the welding classroom at the Atmore Campus of Jefferson Davis Community College. Knowledge of welding is essential. Duties will include to:</p> <ul style="list-style-type: none"><li>• Assist in all phases of management of the Welding Instructional Program.</li><li>• Provide support for the maintenance of instructional equipment</li><li>• Assist students in the Welding Program.</li><li>• Assist in timely reporting of requested information.</li><li>• Perform other duties and responsibilities, as required.</li></ul>
<b>SALARY:</b>	Based on State Salary Schedule H Maximum hours per week: 19
<b>APPLICATION PROCEDURE:</b>	<p>Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. An application packet consists of :</p> <ul style="list-style-type: none"><li>• A completed JDCC application;</li><li>• College transcripts (if applicable); and,</li><li>• One letter of recommendation.</li></ul> <p><b>Send application packet to:</b> Office of Administration and Personnel Jefferson Davis Community College P. O. Box 958 Brewton, AL 36427-0958</p>
<b>APPLICATION CLOSING DATE:</b>	<b>September 6, 2010</b>
<b>ANTICIPATED STARTING DATE:</b>	<b>As soon after closing as possible</b>
<b>OTHER INFORMATION:</b>	<ul style="list-style-type: none"><li>• Jefferson Davis Community College is an equal opportunity employer.</li><li>• 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.</li><li>• Jefferson Davis Community College will make reasonable accommodations for qualified disabled applicants or employees.</li><li>• 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.</li></ul>