



**INTENT TO EMPLOY**

**Posting Date: June 30, 2010**

**REVISED**

**Position:** Instructor, Center for Labor Education and Research

**Minimum Qualifications:**

1. Master's degree in employment relations, industrial relations, or related field required

**OR**

2. Master's degree in non-labor relations field required **and** a minimum of two years related work experience in labor education, labor relations, employment policy, or in government or non-profit sector work with a focus on labor or labor relations required
3. Demonstrated proficiency in the following topics: dispute resolution, collective bargaining, union administration, or employment and labor law
4. Valid driver's license required. Must be insurable by college's insurance carrier

**Job Functions:**

1. Teach non-credit programs and contract courses in dispute resolution, collective bargaining, employment and labor law and related topics, as requested by clients.
2. Develop, coordinate, and teach in conferences and workshops offered by CLEAR.
3. Recruit and develop programs with clients.
4. Develop course materials and teaching modules.
5. Travel extensively throughout the state and region to teach courses.
6. Teach credit courses in certificate and degree programs, once these are developed.
7. Answer inquiries from workers, labor representatives and employer representatives.
8. Contribute to CLEAR publications, including *CLEAR Report*.
9. Publish peer-reviewed articles, as time permits.

**Salary:** \$60,000 to \$65,000 based on State Board of Education Salary Schedule C-3 and experience

**Application Deadline:** 4:30pm, August 27, 2010 (DEADLINE EXTENDED)

**Application Procedure:** A complete application packet consists of:

1. A complete Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources)
5. Copy of license

**Materials may be submitted to:**

Jefferson State Community College  
Human Resources  
2601 Carson Road  
Birmingham, AL 35215  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

*It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.*

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

**EQUAL OPPORTUNITY EMPLOYER**