



## Position Announcement

# Adult Education Data Technician

**POST:** October 6, 2021

**Application Deadline:** Search will continue until 3:00 PM on October 19, 2021.

**General Information:** J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Institutional Site, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility, and the Thomasville Regional Daily Reporting Center. 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:** High School or GED diploma; three (3) to five (5) years of experience in an office environment is **required**. An Associate degree from a regionally accredited college or university; postsecondary education related to office management is **preferred**.

**Summary:** To collect, enter and conduct quality control of all data elements essential for program documentation to meet the requirements of the National Reporting System (NRS) and to provide administrative secretarial duties under the direct supervision of the Adult Education (AE) Director and the Dean of Instruction. Listed below are the primary responsibilities for this position; however, the Adult Education Director and his/her designee may assign other professional duties to meet the College's needs.

### Essential Functions:

- Enters and maintains information on the Alabama Adult Education System for Accountability and Performance (AAESAP) database on a daily basis and prepares reports as necessary,
- Prepares any/all necessary correspondence, memoranda, forms, spreadsheets, databases, reports, and other documents as required or directed by the Adult Education (AE) Director,
- Reviews and edit documents for appropriate grammatical usage,
- Completes required paperwork in an accurate and timely manner,
- Maintain administrative scheduling calendars,
- Arranges appointments, meetings, conferences and travel itineraries as needed,
- Records and organizes meeting minutes, creates and distributes agendas, presentations, meeting handouts, and follow-up material,
- Organizes and prepares for training of staff members,
- Keeps all forms used by the Adult Education (AE) staff updated,
- Set-up and maintains alphabetical numerical and/or subject files,
- Reviews, refers, and answers mail,
- Becomes cross-trained in other office positions to provide back-up and relief support to other office staff members,
- Possesses thorough understanding of office operations and established policies and procedures,
- Manages information, provides guidance and direction as needed to other staff,
- Performs internet and other research as needed,
- Attends all meetings called by the Adult Education (AE) Director,

- Serves on institutional committees as assigned to represent the Adult Education Program,
- Demonstrates computer literacy, such as the ability to utilize current technology to communicate, collect, state, and analyze data,
- Performs other duties as assigned by the Dean of Instruction or the Adult Education Director, or their designee,
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- Possesses a sensitivity and commitment to cultural diversity.
- Complies with any applicable guidelines and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.

**Salary Range: Salary will be determined by placement on the appropriate Alabama Community College System-approved salary schedule. E3 05 (\$31,698 -- \$46,854)**

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

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

**Application Procedure:** Application forms are available from the following website: <https://istc.edu/employment/>

**Important Note!** Only completed application packets will be considered. If an application deadline is specified, the College must receive all material before the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. 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. All application material received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at [andrea.richardson@istc.edu](mailto:andrea.richardson@istc.edu), or call 334-290-3251.

**A complete application packet consists of:**

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable, however; photocopies of application material are acceptable).
- A **current** resume reflecting all previous work experiences.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by the selection committee. However, before any offer of employment, the College must receive official transcripts.

**Mail to:**

J.F Ingram State Technical College  
Human Resources  
Post Office Box 220350  
Deatsville, AL 36022

**Hand deliver to:**

J.F. Ingram State Technical College  
Human Resources  
5375 Ingram Road  
Deatsville, AL 36022

**\*\*All mailed application packets must be mailed to PO BOX 220350 Deatsville, AL 36022, by the specified deadline.**

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIAL**

**ALL APPLICATION MATERIAL SUBMITTED FOR CONSIDERATION OF EMPLOYMENT MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES, NO E-MAILED OR FAXED APPLICATION MATERIAL 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 ACCS Board Policy 632.01 will be followed. I further understand that I may be responsible for the cost of a said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within three 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 Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, 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.***