



Reid State Technical College
P O Box 588 • Evergreen, Alabama 36401
Phone (251) 578-1313 • Fax (251) 578-5355

INTENT TO EMPLOY
(posted July 1, 2010)

Position:	Practical Nursing Lab/Administrative Assistant
Qualifications	<ol style="list-style-type: none">1. Bachelor's degree in Nursing from an accredited institution is preferred.2. Associate degree in Nursing from an accredited institution is required.3. Unencumbered Alabama practical nurse license.4. Demonstrated ability to properly and safely operate departmental training equipment.5. Effective oral and written communication skills.6. Ability to work well with others and able to work under pressure.
Duties & Responsibilities	<p>The duties and responsibilities of this position include the following:</p> <ol style="list-style-type: none">1. Substituting in case of departmental instructor absence.2. Maintain unencumbered Alabama practical nursing license.3. Assisting assigned departmental instructor and students in laboratory exercises and hands-on training techniques.4. Supervising and assisting assigned students on any appointed projects and repairs and ensuring safe conduct while students are performing said tasks.5. Responsibility for general maintenance of assigned laboratory trainers and equipment in the respective department.6. Grading, filing, copying, and other clerical duties.7. Participate in professional development activities.8. Other duties as assigned.
Salary	Commensurate with education and experience according to State Salary Schedule E (\$28,032 – 50,360). Employment is contingent upon availability of funds.
Anticipated Starting Date	August 31, 2010
Application Deadline	Wednesday, July 21, 2010 @ 4:00 p.m.
Application Procedure	To be considered for an interview, the applicant must submit the following: Reid State Technical College employment application, resume, transcripts from all colleges attended, three letters of recommendation not more than one year old to Reid State Technical College, Human Resources Office, P O Box 588, Evergreen, AL 36401. Official transcripts must be received by the College prior to a contract being extended to the successful candidate. In accordance with Alabama Community College System and guidelines, the successful candidate will be required to pay \$45 to cover the costs of a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.
Additional Information	<p>The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. The College will not incur the cost of applicants' interview expenses.</p> <p>Applicants scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.</p> <p>All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.</p> <p>Reid State Technical College is an equal opportunity employer. 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. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.</p>