Vacancy Announcement
Posting Date: January 8, 2014

Position Title: Lab Assistant(s) for Instructional Programs (Technical or Academic)

Required Qualifications:
- Documented training or work experience in the assigned program required.
- Experience with safety equipment and procedures in the assigned program required.

Essential Job Functions:
1. Assist the instructor in each class to ensure an effective learning experience.
2. Demonstrate acceptable level of competence in performing lab duties.
3. Demonstrate effective people skills, communications skills, and worth ethic (i.e., preparation and punctuality).
4. Inspect lab equipment prior to operation by students to insure safety as needed.
5. Maintain safe operation of machinery during lab exercises as needed.
6. Assist the instructor in daily operations in the lab and classroom instruction.
7. Perform other job related duties as assigned by the appropriate administrator/supervisor.

Salary: This is a part-time position (19 hours or less per week). The hourly rate is to be determined by the Vice President of Instructional Services.

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:
- LSCC application; completed and signed (See resume will not be sufficient)
- Current Resume [Note: Resume should address how the applicant has fulfilled the required Qualifications listed on this Vacancy Notice].
- Official or unofficial transcripts

Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date/Procedure:
Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon the instructional needs of the College.
Application forms are available online at [www.lawsonstate.edu](http://www.lawsonstate.edu) or by contacting the Office of Human Resources at (205)929-6308 or (205)929-3408. Application materials should be returned to:

Director of Human Resources  
Lawson State Community College  
1100 Ninth Avenue, S.W.  
Bessemer, AL 35022

**Other Information:**  
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 at any time prior to awarding.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post-Secondary 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 denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

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 receipt of a clearance notification from the background check.