POSITION ANNOUNCEMENT/INTENT TO EMPLOY

This is a continuous posting. The position will be open until filled.

POSITION:  Cosmetology Live Work Aide (part-time)

QUALIFICATIONS: The following are the minimum qualifications for this position:

1. Licensed cosmetologist, nail technician, and/or esthetician
2. One to three years of experience in a salon environment
3. Knowledge of established policies and procedures of the college and the Alabama Community College System
4. Basic skills in financial accounting and product inventory
5. Skill in written and oral communication
6. Skill in dealing with the public

ESSENTIAL FUNCTIONS: The primary function of this position is to assist the cosmetology instructor in the coordination of live work. The Aide reports directly to the Director of Workforce Development and Skills Training and receives daily oversight from the cosmetology instructor(s) and program director. In addition, this employee must comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include:

1. Assist the cosmetology instructor(s) in coordinating live work activities
2. Collect monies derived from live work activities and account for them in methods established by the business office
3. Deliver live work receipts to the business office on a regular and ongoing basis
4. Assist in program publicity and in promoting the college
5. Assist in ordering supplies and keeping accurate records of inventory
6. Assist with data collection and reporting
7. Serve on college committees as assigned
8. Perform any additional duties that may be assigned

SALARY: To be determined by the President.

POSITION BEGIN DATE:  As Needed  APPLICATION DEADLINE:  Continuous

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:

- a completed NACC application form
- a copy of cosmetology, nail technician, and/or esthetician license and college transcripts
- letter(s) from current and/or past employers documenting the required 1-3 years of experience in a salon environment. Letter(s) must
  - be on company letterhead
  - be signed (All letters must have an original signature. Electronic or typed signatures are not accepted.)
  - outline dates of employment as well as job title and duties

Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230

ALL APPLICATION MATERIALS MUST BE MAILED OR HAND DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.
ADDITIONAL INFORMATION:

**Criminal Background Check:** In accordance with Alabama Community College System policy 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 the receipt of a clearance notification from the criminal background check.

**E-verify Compliance:** Northeast Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

**Transcripts:** If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

**Equal Opportunity Employer:** Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System that no employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Northeast Alabama Community 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.

**Accreditation:** Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.