



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

POSITION #PT-467: Continuing Education Instructor- All Teaching Fields – All Campuses

APPROXIMATE STARTING DATE:

GENERAL INFORMATION:

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

QUALIFICATIONS: High school diploma or equivalency preferred. Coursework and/or experience in specialty area is required.

DUTIES: In addition to adhering to policies, processes, and guidelines as specified by the *Bevill State Community College Personnel Handbook* and the Alabama State Board of Education, duties will include, but are not limited to, the following:

1. Teach classes/workshops as assigned during the day, evening, or weekend at specified campus/location.
2. Working with Director of Continuing Education to provide maximum quality instruction.
3. Confer with Director of Continuing Education on supplies and/or equipment necessary for instruction, submitting requests as needed.
4. Maintain all records as needed for the classes taught.
5. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college
6. Assist in enforcing all college policies.
7. Assume any additional duties assigned by the Continuing Education Director.

SALARY RANGE: \$15.00 - \$20.00 per hour, negotiable based on education and experience. Instructors will work no more than 18 hours per week.

PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and at the bottom of the page under "Community Resources" and then "Job Opportunities". All applications should be mailed to:

**Office of Personnel Services
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

APPLICATION DEADLINE:

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer generated signatures).
- A completed and signed Bevill State Community College Application.
- Complete transcripts from **every** institutions from which **any** collegiate credit has been earned.
- A resume.
- One **current** and **signed**, letters of reference (no older than one year; no computer generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State 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.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, 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. Bevill State Community College will make reasonable accommodations for

qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. **The College reserves the right to withdraw this job announcement at any time prior to the awarding.**

Please note that Beville State Community College hours are 7:30am to 5:30pm Monday-Thursday and 7:30am to 11:30am on Friday.