



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT

Beginning date: July 31, 2017

Closing date: August 14, 2017

POSITION# 707: Skills Training Nursing Assistant Clinical Associate

STARTING DATE: August, 2017

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: An unencumbered Alabama Registered Nursing (RN) license and two years clinical experience in nursing are required. (*One must be in caring for geriatric patients.*)

Adult teaching experience by ONE of the following:

- a) Masters in nursing
- b) Attended an approved Alabama Train-The Trainer course
- c) Completed instructor training at American Red Cross (*include copy of instructor certification*)
- d) Experience teaching at the college level

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

1. Teach class, labs, and/or clinical sessions as assigned.
2. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
3. Maintain all records as needed for the instructional program.
4. Maintain safe practices in laboratory and clinical settings.
5. Attend faculty/staff meetings as requested by the Administrative Assistant for Workforce Development and Dean of Workforce Development.
6. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
7. Adhere to prescribed procedures in all financial operations of the division.
8. Assist college personnel in the recruitment of students.
9. Compile and dispense required reports in a timely manner.
10. Maintain professional credentials as required by accrediting or licensing agency.
11. Assume all other duties assigned by the Workforce Solutions Specialist and Director of Workforce Solutions.

SALARY RANGE: MSN- \$31.20, BSN-\$29.12, and AAS-\$22.26.

APPLICATION PROCEDURES:

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

**Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

OR

**Email in a .pdf format to:
Employment@bscc.edu**

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 by 3:00 pm August 14, 2017 to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current, signed, and dated** letters of reference (no older than one year and no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips**

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, and Bevill State Community College 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 Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday. In the Summer term the College is open 7:00 to 6:00 Monday-Thursday and closed on Friday.