



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Posting date December 10, 2018
Closing date January 3, 2019

POSITION 754#: **Testing Coordinator – (one or more positions available) Jasper and Sumiton Campuses**

APPROXIMATE STARTING DATE: **January 2019**

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: Bachelor's Degree Required.

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

1. Implement all phases of the administration of the testing center.
2. Implement institutional testing policies and comply with all test administration guidelines.
3. Ensure the security of all tests and test materials.
4. Develop a monthly comprehensive testing calendar of all College administered tests.
5. Utilize the AS400 software system to input test scores, etc.
6. Maintain affiliations with professional organizations and actively participate in professional development opportunities.
7. Be familiar with the academic advising process and how testing and test-related activities interface the academic advising.
8. Serve as the Americans with Disabilities (ADA) Campus Associate.
9. Assist in the development of measurable objectives and annual planning statements that support the strategic planning and budget process.
10. Perform other tasks, as needed, to support and facilitate the day-to-day operations of the Office of Student Services of Bevill State Community College.

SALARY RANGE: Minimum \$29,882 maximum \$44,168 based on experience and educational level for placement on the ACCS Salary Schedule E3 05.

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 "Community Resources" 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, January 3, 2019 to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year 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 policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion 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, shall 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.

NOTE: The College will be closed December 19, 2018 at 11:30 am and will reopen on January 2, 2019 at 7:30 am