



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date March 1, 2017

Closing date: March 22, 2017

POSITION #684: Nursing Instructor - (1 or more positions available)

APPROXIMATE STARTING DATE: May, 2017

GENERAL INFORMATION:

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Masters of Science in Nursing from an accredited institution is required. Certification and other (if applicable): Current unencumbered Alabama Nursing License is required.

ESSENTIAL JOB FUNCTIONS: The position of Nursing Faculty requires the following essential job function: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation skills; perform data entry functions; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds and to lift, carry, and balance in excess of 125 pounds (250 pounds with assistance); ascend and descend steps; sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach, push, pull; utilize telephone system; utilize current filing systems; possess basic mathematical skills such as percentages and fractions, etc.; operate standard business office machines (e.g. calculator, copier, fax machine), and computer/media equipment. **Comply with all policies of the Board of Trustees for the Alabama Community College System, the Alabama Board of Nursing, and the College.**

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

1. Teach classes/labs and clinical as assigned. Classes/labs/clinical may be scheduled during the day, evenings, or weekend and at any Campus/instructional site deemed necessary.
2. Assist students as advisors in developing class schedules, program planning, and career counseling.
3. Maintain updated course syllabi for all courses taught and provide a syllabus to all students enrolled in the class. Each faculty member will adhere to the course syllabus.
4. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
5. Assist the nursing division chair in the development of course offerings each term.
6. Maintain all records as needed for the nursing program.
7. Maintain safe practices in classroom, laboratory, and clinical settings.
8. Provide library/web assignments to students.
9. Participate on college-wide committees and attend faculty/staff meetings.
10. Maintain professional conduct in dealing with students, staff, administration, faculty, college community.
11. Participate in the planning and budgeting process of the nursing division.
12. Adhere to prescribed procedures in all financial operations of the nursing division.
13. Assist college personnel in the recruitment of students.
14. Compile and dispense necessary reports in a timely manner.
15. Assist in enforcing all college policies.
16. Assist in the coordination of the institutional effectiveness plan.
17. Participate in College and community activities.
18. Maintain professional Alabama license/credentials.
19. Assume all other duties assigned by the Dean of Health Science, Nursing Program Director and/or Nursing Division Chair.

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 "Job Opportunities" at the bottom of the homepage. 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**

SALARY RANGE: Minimum \$35,791 -maximum \$77,432 based on experience and educational level for placement on the Alabama State Salary Schedule D1

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm March 22, 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** 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 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.