



# BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Posting date: October 2, 2018

Closing date: October 16, 2018

**POSITION #745: Part Time Testing Coordinator**

**APPROXIMATE STARTING DATE: October 2018**

**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:** Bachelor's degree required.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the ACCS and 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. Assist in the development of measurable objectives and annual planning statements that support the strategic planning and budget process.
9. 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:** Local Salary Schedule L at a rate of \$12.85 an hour, for no more than 18 hours per week

**APPLICATION PROCEDURES:**

Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

Office of Human Resources  
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 by 3:00 pm, October 16, 2018, 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** institution from which **any** collegiate credit has been earned.
- A resume.
- Three **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 non-refundable 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.