



**BEVILL STATE COMMUNITY COLLEGE**  
1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

**POSITION ANNOUNCEMENT**  
Beginning date: February 14, 2019  
Closing date: February 28, 2019

**This is an AT-WILL position for which the attainment of non-probationary status (tenure) is not available.**  
**(Grant funded; Continued employment is contingent upon funding.)**

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**POSITION #760: Director of Student Support Services – Sumiton Campus**

**APPROXIMATE STARTING DATE: March 2019**

**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:** A Master's Degree is required in education, counseling, educational leadership or a closely related field. Five or more years of postsecondary experience working with low income, first generation, and/or students with disabilities. TRIO program experience is preferred. A background similar to the target population is preferred.

**ESSENTIAL JOB FUNCTIONS:** This position requires the employee to perform the following essential job functions with or without reasonable accommodations: perform data entry operations; operate a motor vehicle; communicate orally; communicate in writing; communicate with auditory skills; capable of mobility; climb and descend steps; sit for extended periods of time; stand for extended periods of time; utilize keyboarding skills; utilize microcomputer and computer terminals; maneuver in small places; bend; kneel; and reach; possess visual ability and manual dexterity; possess basic mathematical skills; operate calculator, copier, fax machine; demonstrate knowledge of the English language, including grammar, word usage, syntax, and sentence structure; utilize telephone system. **Comply with all policies of the Alabama Community College System, Board of Trustees, and the College.**

**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. Administer, direct and control the activities of the Project.
2. Serve as a liaison between the Director of Grants and Federal Programs, the College, the U.S. Department of Education, and other agencies providing services to the college.
3. Represent the Project and the interests of disadvantaged students at meetings.
4. Ensure that policies and procedures are in compliance with all grant and federal regulations as contained in EDGAR, OMB and SSS regulations.
5. Maintain contact with Business Office to ensure an efficient system of fiscal control.
6. Manage and control the Project's budget and finances.
7. Work with the Financial Aid Office to ensure SSS participants are offered financial aid, scholarship and transfer information.
8. Assist in selecting, employing and training Project personnel.
9. Coordinate the Project's activities to facilitate maximum utilization of staff and other Project resources to enhance the effectiveness of the Project.
10. Conduct effective evaluation procedures to measure the Project's stated objectives against actual compliance and report Project progress and problem areas to the Director of Grants and Federal Programs.
11. Serve as an ad hoc member of all Project committees.
12. Represent the Project on institutional committees relating directly or indirectly to SSS participants or to the delivery of supportive services to participants.
13. Select participants each year and as needed.
14. Evaluate Project personnel annually.
15. Perform other duties as needed to support and facilitate the essential functions of the Student Support Services project.

**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 "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 \$50,198 - maximum \$69,282 based on experience and educational level for placement on Salary Schedule C3 03

**APPLICATION DEADLINE:** Completed applications must be received by 3:00 pm February 28, 2019 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 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 System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, age, or other classification protected by federal or state law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a 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.

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