



ZBEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

Posting date June 10, 2019

Closing date June 17, 2019

POSITION: #774 Head Softball Coach – Sumiton Campus (Part time)

APPROXIMATE STARTING DATE: June 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.

FUNCTION STATEMENT: The Coach will conduct his/her athletic program in accordance with policies and procedures of the Alabama Community College Conference, the National Junior College Athletic Association, and the College. The coach is responsible for assuring that his/her program is a positive reflection on the players, the College, and the community.

QUALIFICATIONS: A Bachelor's Degree with at least two-years coaching experience in an educational setting required. Head coaching experience preferred.

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. Recruit qualified student-athletes that will represent the College in a positive and competitive manner.
2. Assist the Athletic Director in preparing an appropriate budget request for the athletic program.
3. Administer the athletic budget in a responsible manner under the direction of the Athletic Director.
4. Requisition, purchase, inventory, and maintain equipment and supplies according to budgetary restraints.
5. Prepare an appropriate schedule of games or matches according to conference policies.
6. Recommend scholarship awards for appropriate student-athletes and student-managers to the Athletic Director.
7. Coordinate travel, lodging and meals with the advice and consent of the Athletic Director.
8. Assist in maintenance of the athletic facilities of the College.
9. Stress to each student-athlete the priority of academics above athletics.
10. Attend required meetings as called by the ACCC and the College.
11. Conduct himself/herself at all times in a manner that reflects positively on the team and the institution.
12. Assume full responsibility for operation of his/her assigned athletic program(s).
13. Ensure that student-athletes have completed all required eligibility forms prior to participating. In addition, the head coach shall keep the Athletic Director notified of all changes in the team roster.
14. Collect and post individual and team statistics in a timely manner as required by the ACCC, the NJCAA and the College.
15. Ensure that student-athletes have completed all required eligibility forms, prior to participating. In addition, the head coach shall keep the Office of the Director of Athletics notified of all changes in the team roster.
16. Regularly contribute to the team webpage and social media based upon Athletic Department and College policies.
17. Monitor academic advisements and progress of student-athletes.
18. Provide direct supervision for all assistant coaches.
19. Serve on college committees as assigned.

SALARY RANGE: Annual salary of \$19,800.

APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu At the bottom of the home page under "Community Resources" click "Job Opportunities."

**Office of Personnel Services
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, June 17, 2019, 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** institutions 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. Beville 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.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Beville 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. Beville 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 Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday. Summer semester the College hours are 7:00 to 6:00 Monday-Thursday and closed on Friday.