



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT
Continuous Posting

POSITION #PT-620: EMS Clinical Associate/Instructor

STARTING DATE:

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: Educational requirements that meet appropriate accrediting agency for EMS. Current Alabama Paramedic License.

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

1. Teach classes, labs, and/or clinicals as assigned by the EMS Program Director.
2. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
3. Maintain all records as needed for the instructional program.
4. Maintain safe practices in laboratory and clinical settings.
5. Attend faculty/staff meetings as requested by the EMS Program Director.
6. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
7. Adhere to prescribed procedures in all financial operations of the division.
8. Assist college personnel in the recruitment of students.
9. Compile and dispense required reports in a timely manner.
10. Maintain professional credentials as required by accrediting or licensing agency.
11. Assume all other duties assigned by the EMS Program Director.

SALARY RANGE: Local Salary Schedule L at a minimum rate of \$18.00 and maximum of \$22.00 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 and under "Community Resources" and click on "Job Opportunities". All applications should be mailed to:

**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, to ensure full consideration. 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.

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 Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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 7:00 a.m. to 6:00 p.m. Monday-Thursday, closed on Friday.