



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

POSITION #PT 451: Part-Time Hourly Positions: Clerical Support, Academic Tutor, Career Technical Lab Assistant, Library Assistants, Upward Bound Tutors/Coordinators, Maintenance Worker, Upward Bound Math and Science Tutors, Help Desk Support, Academic Testing Assistant, Student Services Assistant.

STARTING DATE:

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: Clerical Support, Academic Tutor, Career Technical Lab Assistants, Tutors/Coordinators, Library Assistant, and Help Desk Support must have a minimum of a High School Diploma or GED, (a college degree is often preferred).

Upward Bound Tutors/Coordinators must have a minimum of a Bachelor degree in counseling or other academic field. An employee from the targeted high school is preferred.

Upward Bound Math and Science Tutor - On-Site Tutor (one in each target school) must have a minimum of a Bachelor degree in counseling or other academic field.

Academic Testing Assistant... Associate Degree Required. Computer skills, good written and oral communication skills are required.

DUTIES: In addition to adhering to the guidelines as specified in the *Bevill State Community College Personnel Handbook* and standards set by the ACCS Board of Trustees, documented work experience, training, and knowledge in the field of interest will be required. **Other duties will vary according to position.**

SALARY RANGE: Hourly rates will be based on experience and educational level.

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

APPLICATION DEADLINE:

Completed applications must be received by 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.

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. Summer term hours are Monday-Thursday 7:00 to 6:00 and closed on Friday.