



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date February 16 2017

Closing date: March 2, 2017

POSITION #680: Workforce Solutions Faculty – Part time

APPROXIMATE STARTING DATE: March, 2017

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: Minimum of an Associate Degree, current American Heart Association Instructor Certification with Basic Life Support (BLS).

ESSENTIAL JOB FUNCTIONS: The position of Workforce Solutions Faculty requires the following essential job functions with or without reasonable accommodations: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation and skills; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; ascend and descend steps; utilize telephone system; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc, operate calculator, copier, fax machine, television, and VCR. Comply with all policies of the ACCS, 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 State Board of Education, duties will include, but are not limited to, the following:

1. Teach classes/labs as assigned. Classes/labs may be scheduled during the day, evenings, or weekend and at any Campus/instructional site deemed necessary.
2. Maintain updated course syllabi for all courses taught. Each faculty member will adhere to the course syllabus.
3. Maintain all records as needed for the instructional program.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Adhere to prescribed procedures in all financial operations of the division.
6. Maintain all records as needed for the instructional program.
7. Participate on college-wide committees.
8. Compile and dispense necessary reports in a timely manner.
9. Adhere to prescribed procedures in all financial operations of the division.
10. Maintain safe practices in classroom, laboratory, and clinical settings.
11. Assist college personnel in the recruitment of students.
12. Participate in the planning and budgeting processes of the division.
13. Assist in enforcing all college policies.
14. Assist in the coordination of the institutional effectiveness plan.
15. Attend faculty and staff meetings.
16. Participate in College and community activities.
17. Continue professional development through professional organization, seminars, etc., to maintain and improve skills.
18. Assume all other duties assigned by the Director of Workforce Solutions.

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**

SALARY RANGE: \$20.00 per hour for a maximum of 32 hours per week

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm March 2, 2017, 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.

- One **current** and **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. 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, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, 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. 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.