



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date: June 20, 2017

Closing date: July 11, 2017

POSITION# 705: Electrical Instructor – (One or more positions available) – Fayette Campus

STARTING DATE: August, 2017

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: An Associate Degree in Electronics, Electrical Technology, or related discipline or a Bachelor's Degree with related coursework from an accredited institution is required. At least three years of full-time experience as a practitioner in the electrical field is required. Additionally, if an Associate's Degree is accepted, a Bachelor's Degree must be obtained within 35 months of hire. Additional experience in electrical/industrial technology, wireless communications, and networking technology preferred. Effective oral and written communication skills are required.

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. Teach classes/labs as assigned. Classes/labs may be scheduled during the day, evening, or weekend and at any campus/instructional site deemed necessary.
2. Achieve program/instructor certifications within the first year of employment and maintain program/instructor certification.
3. Request material, equipment, and supplies as needed for the electrical program.
4. Assist students as an advisor in developing class schedules, program planning, and career counseling.
5. Maintain updated course syllabi for all courses taught and provide a syllabus to all students enrolled in the class. Each faculty member will adhere to the course syllabus and plans of instruction.
6. Achieve proficiency in Canvas and incorporate it in the delivery of all courses.
7. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
8. Assist in the development of course offerings each term.
9. Provide input for Annual Needs Assessment.
10. Maintain and submit Perkins forms as needed.
11. Maintain all records as needed for the instructional program and the college.
12. Participate on college-wide committees as assigned.
13. Provide library information to students. Recommend library additions to enhance course.
14. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
15. Adhere to prescribed procedures in all financial operations of the division.
16. Maintain safe practices in classroom, laboratory, and clinical settings.
17. Actively recruit students for the program and the College.
18. Compile and dispense necessary reports in a timely manner.
19. Participate in the planning and budgeting processes for the electrical program.
20. Assist in enforcing all college policies.
21. Assist in the coordination of the institutional effectiveness plan.
22. Participate in and facilitate advisory committee meetings, recruit advisory committee members, and host at least 2 meetings annually.
23. Attend faculty and staff meetings.
24. Participate in approved professional development activities through professional organizations, seminars, and programs designed to maintain and improve skills.
25. Use technology in the classroom for presentations and hands on experience.
26. Assume all other duties assigned.

SALARY RANGE: Minimum \$35,791-maximum \$77,432 (9 month contract), based on experience and educational level for placement on the ACCS Board of Trustees Salary Schedule D1. Additional salary may be available, but is not guaranteed, for summer employment.

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 "Community Resources" and then "Job Opportunities". 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: 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 July 11, 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.
- Three **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. 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. In the Summer term the College is open 7:00 to 6:00 Monday-Thursday and closed on Friday.