



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT
Posting date October 31, 2017
Closing date November 14, 2017

POSITION #717: Part time Mining Instructor

APPROXIMATE STARTING DATE: November, 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: Associate degree (required), Bachelors degree preferred, five years mining experience (safety experience preferred), qualified MSHA electrical and Part 48 instructor. Surface Mine Forman Certification.

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System Board of Trustees, 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. Assist students as advisors to include developing class schedules, program planning, and career counseling.
3. 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.
4. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
5. Assist in the development of course offerings each term.
6. Maintain all records as needed for the instructional program.
7. Participate on college-wide committees.
8. Provide library assignments to students.
9. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
10. Adhere to prescribed procedures in all financial operations of the division.
11. Maintain safe practices in classroom, laboratory, and clinical settings.
12. Assist college personnel in the recruitment of students.
13. Participate in the planning and budgeting processes of the division.
14. Compile and dispense necessary reports in a timely manner.
15. Assist in enforcing all college policies.
16. Assist in the coordination of the institutional effectiveness plan.
17. Attend faculty and staff meetings.
18. Participate in College and community activities.
19. Continue professional development through professional organization, seminars, etc., to maintain and improve skills.
20. Assume all other duties assigned by the Director of Workforce Solution.

SALARY RANGE: Minimum \$??? maximum ??? an hour based on experience and educational level. The employee will work 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 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, November 14, 2017 to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- 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 policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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.