



## BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date October 23, 2017

Closing date: November 7, 2017

**POSITION #712:** Assistant Coach – Basketball – Jasper, Baseball- Fayette, Softball – Sumiton, Volleyball- Fayette

**APPROXIMATE STARTING DATE:** October 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:** High School Diploma is required; Collegiate coaching experience preferred.

**ESSENTIAL JOB FUNCTIONS:** The position of Assistant Coach 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 standard business office machines (e.g. calculator, copier, fax machine, television). Comply with all policies of the Alabama Community College System, 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 Alabama Community College System, duties will include, but are not limited to, the following:

1. Assist in the recruitment of qualified student-athletes that will represent the College in a positive and competitive manner.
2. Stress to each student-athlete the priority of academics above athletics.
3. Attend required meetings as called by the ACCC and the College.
4. Conduct himself/herself at all times in a manner that reflects positively on the team and the institution.
5. Assist with the day-to-day administrative and coaching duties as required by the program.
6. Assume responsibility for the team in the absence of the head coach.

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://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:** Any Compensation for this position will be contingent upon program fund-raising.

**APPLICATION DEADLINE:**

Completed applications must be received by 3:00 pm November 7, 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, and Beville 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. 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.**