



WALLACE COMMUNITY COLLEGE SELMA

VACANY ANNOUNCEMENT

POSITION: Adjunct Welding Instructor Temporary (Multiple positions)

Open: 08/03/2015

Close: On-going

REQUIRED QUALIFICATIONS:

- A minimum of an Associate Degree or equivalent (at least sixty (60) semester hours) in a planned program including Associate Degree Core in Welding Technology
- Three years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NCCER) within the first two years of employment required
- Effective oral and written communication skills
- Associate Degree after the first two years beginning the second semester of employment

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of and a commitment to the philosophy and mission of the two-year college. Ability to handle multiple tasks and various situations in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the President, and the Alabama Community College System Board of Trustees, responsibilities will include the following:

1. Teach effectively in the Welding field.
2. Obtain and maintain knowledge in both areas of technical expertise and in teaching methodology.
3. Maintain the welding instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and by recommending additional instructional equipment and materials.
4. Maintain accurate program related records concerning student attendance, instructional objectives, learning outcomes, and submit those reports required for the operation of an effective training institute.
5. Be responsible during the official school day for his/her department and those students assigned to that department.
6. Attend periodic faculty meetings and professional development training as required by Department Chair, Lead Welding Instructor, Associate Dean of Instruction, Dean of Instruction, and the President.
7. Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
8. Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of your Discipline.
9. Assess student learning with multiple assessment strategies.
10. Perform other duties as may be assigned by the Instructional Division Administrator, the Dean of Instruction, or the President.

As a condition of the employment offer, the following will be required of the selected applicant:

After one year of employment employee:

1. Must be able to demonstrate basic pipe welding skills.
2. Must be able to weld stainless and carbon steel pipe in all positions.
3. Become familiar with NCCER curriculum.

SALARY: Commensurate with education and experience according to State Salary Schedule L.

PROJECTED HIRE DATE: August 17, 2015 and thereafter as a vacancy occurs.

APPLICATION DEADLINE/PROCEDURE:

A complete application files must be received in the Office of Business and Finance. A complete package consists of:

- WCCS application (completed and signed)
- A current resume` (should address how the applicant has fulfilled the qualifications **required** and **preferred**)
- A copy of high school diploma or GED or college transcript(s) verifying required degree required. Official transcripts will be **required** if you are offered the position.
- Verification of work experience **in writing** from a current or previous employer (not older than 1 year). Verification should be printed on company letterhead, include dates of employment, position title(s), and duties performed.
- Applicant files that are not complete by the closing date will not be considered.
- The College may extend the application deadline to ensure an adequate pool of qualified applicants.
- The College reserves the right to withdraw this announcement at any time prior to awarding employment
- Application forms are available from and should be returned to:

Wallace Community College Selma
Office of Business and Finance
3000 Earl Goodwin Parkway
Post Office Box 2530
Selma, Alabama 36701
(334) 876-9234 or 876-9246
www.wccs.edu

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Emailed or faxed application packets will not be accepted.

WALLACE COMMUNITY COLLEGE SELMA DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

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A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability or may require accommodations, please notify us at (334) 876-9234.

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WCCS is an equal opportunity employer and complies with the American with Disabilities Act. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no person in Alabama shall on the ground of race, color, disability, gender, religion, creed, national origin, age or other protected class be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and submit a nonrefundable fee of \$17.50 for a criminal background check. Employment will be contingent upon the receipt of clearance notification from the background check. Wallace Community College Selma is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirm an employee’s eligibility to work in the United States as required by the US Department of Homeland Security.

