



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Part-Time

POSITION

Assistant Men's Basketball Coach (part-time)

Posting Date:

10/18/2018

Closing Date:

11/02/2018

POSITION AVAILABLE November 30, 2018

REQUIRED QUALIFICATIONS

- Experience working with students and coaching
- Ability to run successful practice sessions as well as proper game management

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the two-year college system.
- Ability to handle multiple tasks and various situations in a professional manner.
- Minimum of a Bachelor Degree from a regionally accredited institution is recommended but not required.

SALARY SCHEDULE PLACEMENT

- Commensurate with education and experience according to Local Salary Schedule L1.

DUTIES & RESPONSIBILITIES

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

- Assist the Head Basketball Coach
- Know and Comply with State Board Policies
- Know and Comply with NJCAA rules and regulations
- Keep Stats or designate your statisticians and coordinate their activities
- Make sure all equipment is available for games
- Run practice in the absence of the head coach
- Assist with scouting, recruiting and fund-raising
- Maintain a playbook
- Work well with others and show respect to all college constituents.
- Other duties as assigned by the Head Coach, Athletic Director, Dean of Students or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530

Phone: 334-876-9234, 876-9227

Fax: 334-876-9250

Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification for dates worked with **current employer** only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Required Qualification" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received by **12:30 PM CST, Friday November 2, 2018**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.