



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

River Region: Elmore, Prattville, Millbrook, Wetumpka, and surrounding areas

POSITION: Business and Economics Adjunct Instructor (Part-Time)

Open: 7/18/14

Close: On-going

APPROXIMATE STARTING DATE: August 11, 2014

QUALIFICATIONS:

A Master's Degree with 18 graduate semester hours in Business (or related field) and 18 graduate semester hours in Economics is **required**. Teaching experience is **required**. Teaching experience at the college level is **preferred**. Proficient computer skills are **preferred**. Effective oral and written communication skills are **required**.

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 Department Chairperson, the Vice President for Instruction, the President, and the State Board of Education, responsibilities will include the following:

1. Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
2. Continue professional development through study and other activities designed to increase instructional effectiveness.
3. Maintain the instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and recommending additional instructional equipment and materials.
4. Develop at least one internet-ready course during the first year of employment.
5. Maintain accurate records of student grades and other reports.
6. Serve on faculty committees to develop and improve the instructional program.
7. Maintain approved office hours for consultation with students and post these hours near the office area.
8. Assist with student orientation and registration, as needed.
9. Submit such reports as may be requested by the Department Chairperson, and the Vice President for Instruction.
10. Assist in the supervision of student activities.
11. Attend all scheduled faculty meetings and special programs presented by the college.
12. Serve as an advisor to assigned students and provide academic counseling.
13. Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
14. Participate in articulation and student recruiting efforts with public and private schools in the colleges service area.
15. Participate in the colleges annual academic and technical competitions.
16. Work with the Department Chairperson to prepare an annual budget request and to maintain effective communication.
17. Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of each discipline.
18. Work well with others and show respect to all college constituents.
19. Perform other duties as assigned by the Department Chairperson, the Vice President for Instruction, or the President.

SALARY: \$1300.00 per three (3) credit hour course
\$1720.00 per four (4) credit hour course

APPLICATION PROCEDURE:

A complete application packet must include:

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 the application.
4. Verification of work experience **in writing** from current or previous employer. Verification should be printed on company letterhead, include dates of employment, position title(s), and some of the duties performed.

All application information must be received by **12:00pm, Friday, August 01, 2014**. Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application packet is the responsibility of the applicant.

Employment applications may be accessed from the College website: www.wccs.edu or from the Human Resources Office, located in the Office of Business and Finance. Complete packets must be returned to:

**Human Resources Office
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702.**

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$13.00 (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. Wallace Community College Selma 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.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground 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. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.