



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT – INTENT TO EMPLOY

Temporary (Multiple Positions)

POSITION

Evening Adjunct Welding Instructor

Posting Date:

06/20/2016

Closing Date:

ONGOING

POSITION AVAILABLE

As needed – Beginning Fall 2016 Semester

REQUIRED QUALIFICATIONS

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

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.
- Teaching experience
- Proficient computer skills and use of technology

SALARY SCHEDULE PLACEMENT

- Commensurate with education and experience according to Local Salary Schedule L1. Salary range is \$1,300 - \$1,720 per course.

DUTIES & 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:

- Teach effectively in the Welding field.
- Obtain and maintain knowledge in both areas of technical expertise and in teaching methodology.
- 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.
- 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.
- Be responsible during the official school day for his/her department and those students assigned to that department.
- 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.
- Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
- Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of your Discipline.
- Assess student learning with multiple assessment strategies.
- 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:
 - Must be able to demonstrate basic pipe welding skills.

- Must be able to weld stainless and carbon steel pipe in all positions.
- Become familiar with NCCER curriculum.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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 from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

APPLICATION PACKAGE:

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.

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 package is the responsibility of the applicant.

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 minimum nonrefundable \$17.40 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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WCCS is an E.O.E. and is enrolled in E-Verify.