



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ Temporary-Multiple Positions and Locations
Lowndes, Sumter, Hale, and Greene County

POSITION

Nursing Instructor

Posting Date:

Ongoing

Closing Date:

Ongoing

POSITION AVAILABLE

September 01, 2017

REQUIRED QUALIFICATIONS

- A minimum of a Master's degree with 18 graduate semester hours (27 quarter hours) from a regionally accredited institution
- Three years of experience as a registered nurse
- A current valid license as a registered nurse in the State of Alabama
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- Ability to handle multiple tasks and various situations in a professional manner.
- Teaching Experience
- Knowledge of educational strategies and subject matter in Adult Health Nursing

SALARY SCHEDULE PLACEMENT

- Commensurate with education and experience according to Local Salary Schedule D1.

DUTIES & RESPONSIBILITIES

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

- Maintain the nursing programs at a level that meets the standards or criteria of the College, Department of Postsecondary Education, appropriate approval boards, and accrediting organizations.
- Work with the Program Director(s) and other faculty to prepare self-study reports required for national accreditation.
- Provide Instruction in accordance with course syllabi employing professional methods that promote the mission of a learning centered college.
- Adhere to the policies and procedures established by the *Student Handbook* and the contents of the *College Catalog* and amendments.
- Maintain the nursing programs and resources at a high level of quality and efficiency by continuously upgrading course materials and by recommending additional instructional equipment and materials as deemed appropriate.
- Maintain accurate records of student attendance and grades and providing feedback of theoretical/ clinical performance to the students in a timely manner.
- Submit to Program Director(s) a copy of office schedule each semester for approval.
- Adhere to office and clinical schedules as posted.
- Maintain approved office hours for consultation with students and post these hours near the office area.

- Develop and maintain a satisfactory relationship with area hospitals and agencies which provide clinical experiences for nursing students; communicating frequently with the Program Director(s) regarding clinical needs.
- Develop and submit classroom and clinical schedules to the Program Director(s) each semester.
- Develop and maintain working relationships with students, faculty and staff of the nursing programs, the administration of the College and other units within the College.
- Participate in activities of professional organizations and meeting mandatory continuing education requirements to maintain a registered nurse license in the state of Alabama.
- Serve on College committees and representing nursing as requested by Program Director(s) and/or Administration.
- Provide academic counseling and guidance for students as deemed appropriate.
- Work well with others and show respect to all college constituents.
- Perform all other duties as assigned by Nursing Program Director, Dean of Instruction, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer is 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
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 **4:30 PM CST**. 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