



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT Temporary- Multiple Positions Full-Time Intent to Employ

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### POSITION

Welding Assistant (FT)

**Posting Date:**

10/26/2016

**Closing Date:**

ONGOING

### POSITION AVAILABLE

Approximately November 14, 2016

### REQUIRED QUALIFICATIONS

- A minimum of a High School Diploma or GED
- Applicant will be required to learn pipe welding within one year after hire date.
- Applicant must take a structural welding test on 3/8 plate open butt in the overhead position and a 1F-TIG tee joint in the vertical position.
- Must become certified with NCCER within the first year.

### PREFERRED QUALIFICATIONS

- One year of successful full-time experience as a welder's helper or structural welder in the vocational field
- Computer literacy
- Completion of a Postsecondary Pipe Welding program

### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to State Salary Schedule E: Salary range is \$24,511-\$43,091.

### DUTIES & RESPONSIBILITIES

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

- Assist in teaching welding technology terms and techniques.
- Follow established Welding Lab safety regulations and maintain a safe and clean work area.
- Teach students how to use hand and power tools safely.
- Identify safety hazards and take all necessary action to eliminate hazards.
- Participate in the college's annual academic and technical competitions.
- Perform duties as assigned by the Welding Instructor.
- Produce quality work, meeting requirement of NCCER curriculum and instructor expectations.
- Assist welding technology instructor in training students in teaching Oxy-Fuel cutting process, plasma and Arc Gouging.
- Assist in monitoring students' use of shop tools, equipment and consumables.
- Be responsible during the official school day for his/her department and those students assigned to that department.
- Become familiar with and adhere to policies, procedures, and regulations contained in the instruction of your discipline.
- Assist in observing and evaluating students' work to determine progress, provide feedback, and make suggestions to instructor.
- Assist in advising students on course selection, career decisions, and other academic and vocational concerns.
- Assist welding technology instructor and train students in the following skills: SMAW T-joint and Lap joint plate welding.
- Assist welding technology instructor in training students in GMAW Mig-Welding and some basic skills in GTAW-TIG Welding.
- Prepare metal for labs.
- Ensure that all equipment is in working order.
- Supervising students cleaning the lab each day.
- Prepare copies of course materials.

- Assist in teaching welding terms and techniques.
- Assist in maintaining records such as student grades, attendance rolls, and training activity details.
- Attend all scheduled faculty meetings and special programs presented by the college.
- Participate in articulations and student recruiting efforts with public and private schools in the college's service area.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Welding Instructor, the Assistant Dean of Instruction, the Interim 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.

**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](http://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](http://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) and duties performed. If work verification from current employer does not cover the **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, Monday-Thursday and 11:30 PM CST on Friday**. 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.