



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT DEMOPOLIS CAMPUS

Intent to Employ PART-TIME

POSITION

Adjunct Business Instructor-Demopolis Campus

Posting Date:

8/16/2019

Closing Date:

Ongoing

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- Master's Degree with eighteen (18) hours in the teaching field from a regionally accredited institution
- Proficiency in word processing packages such as Microsoft Word, Excel, Power Point, and Word Perfect
- Teaching Experience (Classroom)
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

- Teaching experience at the college level
- 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
- Documented experience in developing and teaching on-line courses.

SALARY SCHEDULE PLACEMENT

\$1352.00 per three (3) credit hour course

\$1789.00 per four (4) credit hour course

DUTIES & RESPONSIBILITIES

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

- Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
- 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.
- Maintain accurate records of student grades and other reports.
- Submit such reports as may be requested by the Department Chairperson, the Associate Dean of Learning, and the Dean of Instruction including submitting final grades by required deadline.
- Acquire instructor textbooks, training manuals, and any other materials necessary for the instruction of each discipline.
- Work closely with the Department Chairperson to assure quality teaching and learning methodologies.
- Assess student learning using multiple assessment strategies.
- Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning.
- Attend periodic professional development training as required by the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, and the President.
- Work well with others and show respect to all college constituents.
- Perform other duties as may be assigned by the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, 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: 334-876-9319, 876-9373
Fax: 334-876-9334
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) 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 in Human Resources. 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.

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