

# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### INTENT to EMPLOY-PART-TIME – Temporary

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#### POSITION

Industrial Maintenance Technology- Adjunct Instructor

*Multiple Positions- Multiple Campus*

Posting Date 1/4/2021

Closing Date: Ongoing

#### POSITION AVAILABLE

Immediately

#### REQUIRED QUALIFICATIONS

- Associates Degree or ten years of successful full-time experience with a concentration in the teaching discipline an equivalent (at least sixty-(60) semester hours) in a planned program including Associates Degree Core in Industrial Maintenance Technology. Applicants not having an Associate Degree will still be considered; however, if hired, will be required to obtain the degree within the first two years of employment, unless alternate qualifications are met through 10 years or more of work experience in the field.
- Electrical or Mechanical experience.
- Successful completion of an approved occupational examination: NCCER and MSSC certification, within the first two years of employment
- 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
- Proficient computer skills

#### SALARY SCHEDULE PLACEMENT

- Salary Schedule- L \$1350 per course.

#### 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 the Alabama Community College System Board of Trustees, responsibilities will include the following:

- Teach effectively in the Industrial Maintenance Technology (INT) field.
- Obtain and maintain state-of-the-science knowledge both in areas of technical expertise and in teaching methodology.
- Maintain the Industrial Maintenance Technology 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.
- Select and present to the Technical Programs Department Chairperson at least three (3) Members of an INT Advisory Committee. The committee should be selected or reconfirmed prior to September 1 of each year.
- Write and maintain minutes of at least one meeting each year with members of the Industrial Maintenance Technology Program Advisory Committee and provide copies to the Dean of Instruction, the Technical Programs Department Chairperson, and the College Library.
- Work closely with the Industrial Maintenance Technology Program Advisory Committee to keep a close relationship with the business and industrial community.
- Serve on faculty committees to develop and improve the INT instructional program.

- Maintain accurate Industrial Maintenance Technology Program related records concerning student attendance, instructional objectives, learning outcomes, and submit those reports required for the operation of an effective training program.
- Be responsible during the official school day for his/her program and those students assigned to that program.
- Attend all scheduled faculty meetings and special programs presented by the College.
- 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.
- Participate in articulation and student recruiting efforts with public and private schools in the College's service area.
- Participate in the College's annual academic and technical competitions.
- Present an annual budget request for instructional equipment and supplies to Dean of Instruction.
- Recruit students for the Industrial Maintenance Program.
- Advise and register students enrolled in Industrial Maintenance Program.
- Work well with others and show respect to all College constituents.
- Perform other duties as may be assigned by the Dean of Instruction or the President.
- Perform other duties as may be assigned by the Department Chairperson, 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](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: 334-876-9319, 876-9338  
 Fax: 334-876-9334  
 Website: [www.wccs.edu](http://www.wccs.edu)

❖ **All application packets must be submitted to [employmentpacket@wccs.edu](mailto:employmentpacket@wccs.edu). Please add your name to the subject line of the email.**

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 the Human Resources Office. 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.*