



Alabama Southern Community College

INTENT TO EMPLOY

(posted April 6, 2015)

Position: Welding Instructor
(Full-time Position)

Minimum Qualifications: **Interviews can only be extended to applicants who meet the minimum required qualifications and who complete the application process.**

Following are the minimum **required qualifications** for this position:

- Associate Degree with Welding Certification
- Knowledge of Welding and all other related skills

Preferred Qualifications: The following are the **preferred qualifications** for this position:

- Bachelor's Degree
- Teaching at a two-year college
- Minimum of 3 years industrial experience in welding

Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- Keeping active at a high level of expertise in welding and stimulating enthusiasm for this technical area.
- Organizing each course taught into an effective instrument of learning.
- Recommending textbooks and other instructional materials including classroom equipment to Division Chairs. Related functions include participating in the College's library collection development by selecting, evaluating, and weeding library resources in each appropriate discipline.
- Planning each unit or lesson, both as to content and method, to make each class minute meaningful.
- Studying and utilizing the learning styles of the students in each class through the respective assessments used by the College in order to facilitate the best teaching and learning situations.
- Maximizing the learning opportunities for each student.
- Keeping informed of current trends and new approaches to instruction.
- Acquiring and maintaining skills necessary for the proper and safe operation of instructional technologies adopted by the College.
- Keeping students informed about their progress through the prompt grading of projects and skill assessments.
- Referring all students who are in need of counseling to Student Development.
- Utilizing the available instructional technologies (e.g., computer and related word processing, spreadsheets, presentation software Smart Board, the most current welding equipment, and presentation on classroom presentation systems, etc.) to help strengthen student learning.
- Maintaining an instructor page in EAGLES' WEB in accordance with the format approved by the respective Division Chair and the Dean of Instruction.
- Making suggestions to the respective Division Chair, the Academic Council, and the Dean of Instruction concerning the improvement of the curriculum in keeping with the objectives of the College.
- Becoming thoroughly familiar with all College policies and procedures.
- Posting and maintaining office hours for student consultations.
- Ensuring that all assigned equipment is properly maintained and operated in accordance with the respective manufacturer operating instructions.
- Complying with appropriate practices to ensure the assigned classrooms and other facilities are safe from hazards.
- Reporting problems with the physical plant as soon as observed to ensure the safety of the students and employees.
- Serving on and providing information to College committees as needed or assigned.
- Assisting in recruitment, retention, and registration of students.
- Working closely with the appropriate Division Chair and the Dean of Instruction on the development of annual budgets for approval by the President.
- Submitting required reports to the appropriate administrative personnel.
- Ensuring that assigned classes are held as scheduled.
- Attending all faculty meetings and assemblies.
- Ensuring that all licenses and certifications required for the respective program area are kept up-to-date.
- Being actively involved in the co-curricular activities of the College.
- Holding the final exam at the time scheduled in the College's Semester Schedule.

- Filing an appropriate course syllabus or course outline with the Division Chair and the Dean of Instruction for each course taught at least one week prior to the beginning of the respective course as specified in writing by the respective Division Chair or the Dean of Instruction
- Submitting copies of final examinations as scheduled by the Dean of Instruction.
- Striving for the qualities delineated in the criteria for faculty evaluation used by the College.
- Representing the College in a positive manner both on and off campus.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule D-1.

Anticipated Begin Date: August 2015 (Beginning Fall Semester)

Application Procedure: To be considered for an interview, the applicant must **submit all of the following**:

- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of official transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.**
- **A minimum of three professional references with addresses and phone numbers.**

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

To secure an employment application, go to www.ascc.edu. Send complete application packets to:

**Human Resources
Alabama Southern Community College
Attn: Rodney L. Lord
P. O. Box 2000
Monroeville, AL 36461**

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, April 27, 2015**, to ensure full consideration.

Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College 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 benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$13.00 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. (Name of your college) is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

The college will not incur the cost of applicants' interview expenses.