



# ALABAMA SOUTHERN COMMUNITY COLLEGE

## Intent to Employ

Posted Date: November 21, 2016  
Closing Date: December 12, 2016

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- Position: **Industrial Engineering Technology Instructor**  
(2 positions)
- Minimum Qualifications: **Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.** Following are the minimum **required qualifications** for this position:
- Associate's degree in a related field required.
  - Demonstrated competencies in the teaching discipline.
  - Ability to be organized and work independently.
  - Effective written and oral communication skills.
- Preferred Qualifications: The following are the **preferred qualifications** for this position:
- Bachelor's degree in a related field.
  - Appropriate industry credentials.
  - Industry experience (3 years or more).
- Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:
- Plan, organize, and instruct related courses in the day and evening on any Alabama Southern Community College Campus or work site. Related courses may include courses in Industrial Maintenance, Electrical and Instrumentation, and Paper and Chemical Technology.
  - Assist in implementing college policies, objectives, and functions in accordance with college philosophy and procedures.
  - Keep active at a high level of expertise in the subjects taught and stimulating enthusiasm for those subjects.
  - Acquire and maintain skills necessary for the proper and safe operation of instructional technologies adopted by the college.
  - Utilize the available instructional technologies (e.g., computer and related word processing, spreadsheets, presentation software, SmartBoard, Canvas, and presentation on classroom presentation systems, etc.) to help strengthen student learning.
  - Keep students informed about their progress through the prompt grading of projects and skill assessments.
  - Ensure that all assigned equipment is properly maintained and operated in accordance with the respective manufacturer operating instructions.
  - Comply with appropriate practices to ensure the assigned classrooms and other facilities are safe from hazards.
  - Assist with student advising and registration.
  - Attend all faculty meetings and professional development.
  - Serve on and provide information to College committees as needed or assigned.
  - Submit all required reports to the appropriate administrative personnel.
  - Meet all assigned classes as scheduled.
  - Hold and report midterm and final exams as scheduled.
  - Strive for the qualities delineated in the criteria for faculty evaluations used by the College.
  - Be actively involved in co-curricular activities of the College.
  - File 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.
  - Meet deadlines for and submit copies of final examinations to the Dean of Instruction and/or Division Chair.
  - Represent the College in a positive manner both on and off campus.

Salary: Salary level will be determined by educational attainment according to Alabama Community College System Board of Trustees Salary Schedule D1.

Anticipated Begin Date: January 3, 2017

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

- **Letter of Application (signed)**
- **Current Resume'**
- **Completed Alabama Southern Community College Employment Application**
- **Copies of transcripts from all colleges attended. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.**
- **A minimum of three (3) professional references with addresses and phone numbers.**
- **Three (3) signed letters of recommendation that are dated within the last year.**
- **Verification of Work Experience Form**

**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 Employment Opportunities at [www.ascc.edu](http://www.ascc.edu).**  
Send complete application packets to:

**Human Resources  
Alabama Southern Community College  
Attn: Kristi Smith  
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 2:00 p.m., CST, Monday, December 12, 2016.**

**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 policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the 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 \$45.00 (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. Alabama Southern Community 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.**