



# Alabama Southern Community College

## INTENT TO EMPLOY

(posted June 24, 2015)

Position: Industrial Engineering Technology (IET) Instructor

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:

- Bachelor's Degree
  - Minimum five (5) years full-time experience as a practitioner/supervisor in Industrial Maintenance, Industrial Electricity, Instrumentation and Electronics, or related field.
- or**
- Associate's Degree in Industrial Maintenance, Industrial Electricity, or Instrumentation and Electronics.
  - Minimum Ten (10) years full-time experience as a practitioner/supervisor in Industrial Maintenance, Industrial Electricity, or Instrumentation and Electronics.
  - Candidates not possessing a bachelor's degree will be required to complete the degree within the next three years if hired.

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

- Teaching/Training experience.
- Extensive knowledge of computer operations.
- National Center for Construction Education and Research certified.
- Effective written and oral communications skills.
- Excellent interpersonal skills.

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 industrial engineering technology and stimulating enthusiasm for this technical area.
- Working with the Division Chair to develop alternative delivery methods for course instruction.
- Organizing each course taught into an effective instrument of learning.
- Recommending textbooks and other instructional materials including classroom and lab equipment to the Division Chair.
- Related functions include participating in the College's library collection development by selecting, and evaluating appropriate library resources.
- 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.
- Demonstrating a genuine concern for each student through personal conferences and Job Placement.
- Utilizing the available instructional technologies to help strengthen student learning.
- Making recommendations to the respective Division Chair and 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.
- 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 insure the safety of the students and employees.
- Serving on and providing information to College committees as needed or assigned.
- Assisting in the retention and placement of students.
- Working with the Division Chair and the Dean of Instruction and the Director of Fiscal Services on the development of annual budgets for approval by the President.
- Assisting with student advising and orientation.
- Submitting required reports to the appropriate administrative personnel.
- Meeting all assigned classes as scheduled.
- Attending all faculty meetings.
- 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 and reporting midterm and final exams as scheduled.
- Filing an appropriate course syllabus or course outline with the Division Chair and Dean of Instruction for each course taught at least one week prior to the beginning of the respective course as specified in writing.
- Submitting copies of final examinations at the appropriate time with the Dean of Instruction.
- Striving for the qualities delineated in the criteria for faculty evaluation used by the College.
- Serving as a liaison with industry.
- 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 D1.

Anticipated Begin Date: Negotiable

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 transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required if employed.**
- **A minimum of three professional references with addresses and phone numbers.**

*Application materials submitted by fax or email 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](http://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**



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**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, July 15, 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 Community College System, including postsecondary institutions 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 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 \$17.40 (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.**