



Alabama Southern Community College

INTENT TO EMPLOY

(posted October 19, 2015)

Position:

Chemistry Instructor

Minimum Qualifications:

Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.

The following are the minimum **required qualifications** for this position:

- Master's Degree with 18 graduate semester hours in **CHEMISTRY**.
- Effective written and oral communication skills required.

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

- Teaching experience at a two-year college preferred.
- Demonstrated ability to use instructional technology preferred.
- Ability to teach a second science in addition to Chemistry preferred.

Duties and Responsibilities:

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

- Plan, organize, and instruct chemistry courses in the day and evening on any Alabama Southern Community College Campus or work site.
- Assist in implementing college policies, objectives, and functions in accordance with college philosophy and procedures.
- Advise students academically as assigned.
- Keep active at a high level of expertise in the subjects taught and stimulating enthusiasm for those subjects.
- Study and utilize 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.
- 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, and presentation on classroom presentation systems, etc.) to help strengthen student learning.
- Ensure that all laboratory experiences are conducted cordially, professionally, and fully, without disruption, and complying and cooperating with all applicable, legally sound rules and regulations of the college.
- 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 registration.
- Attend all faculty meetings and assemblies.
- Serve on and provide information to College committees as needed or assigned.
- File an appropriate course syllabus or course outline with the Department 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 Department Chair or the Dean of Instruction.
- Meet deadlines for and submit copies of final examinations to the Dean of Instruction and/or Division Chair.

Salary:

Salary level will be determined by educational attainment according to State Board of Education Salary Schedule D1 (\$38,077 - \$58,091).

Anticipated Begin Date:

January 2016 (Beginning of Spring Semester)

Application Procedure:

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

- **A letter of application explaining how the applicant meets the required qualifications required skills, and if applicable the preferred qualifications.**
- **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: Stacia Richerson
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, November 13, 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.

Applicants hired by Alabama Southern Community College on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.

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