Position: Instructor/Program Assistant – Biomedical Equipment Tech Option
Manufacturing and Technology Program

Minimum Qualifications:
1. Associate’s degree in electronics, electrical engineering, biomedical equipment, or related field required.
2. Minimum of five (5) years of full-time work experience in the field or Biomedical Equipment Tech or related field required.
3. Teaching experience preferred.

OR
1. Bachelor’s degree in electronics, electrical engineering, biomedical equipment or related field preferred.
2. Minimum of two (2) years of full-time work experience in Biomedical Equipment Tech or related field, required.
3. Teaching experience preferred.

Job Functions:
This is a full-time teaching position with responsibility for planning, preparation, and presentation of quality instruction and for otherwise contributing to the fulfillment of the College’s mission. This position includes all responsibilities of a full-time instructor and additional responsibilities related to the coordination and implementation of education services in the clinical setting. This position reports to the Program Coordinator of Manufacturing and Technology. The employee will:

1. Be responsible for instruction in the appropriate teaching environment(s) and evaluate student learning.
2. Serve as the clinical liaison; monitor, track, and coordinate all student clinical activities; collaborate with appropriate agencies to ensure there is adequate instruction and appropriate supervision of Biomedical Option students in clinical setting.
3. Assist program coordinator with coordinating all activities of the Biomedical Equipment Technician Option including preparing reports/documents, course/program evaluation and assessment, budgeting, preparing bid specs, and part-time instructor identification/selection.
4. Be responsible for class laboratory and maintenance of lab equipment.
5. Participate in program recruitment and promotion initiatives including visits to area high schools, meeting with area related businesses/groups, presentations to groups, etc.
6. Participate in curriculum development and evaluation, and recommend new or revised curriculum.
7. Attend academic advising to students.
8. Work cooperatively with the program coordinator and appropriate agencies to assist with developing and maintaining contractual agreements and working relationships between the College and agencies utilized for Biomedical clinical instruction.
9. Maintain Biomed program option classroom/labs; identify equipment/supply needs; provide a safe and effective learning environment.
10. Propose and assist the program coordinator with scheduling of program option courses.
11. Assist the program with maintaining record keeping processes for students and graduates, and evaluating student records for completion of requirements for graduation according to college and division policies and guidelines.
12. Participate in activities related to recruitment, dual enrollment, establishing partnerships and nurturing relationships with businesses and area high schools to the benefit of the program, the college and the student.
13. Assist program in maintaining quality program that meets the standards set by the College and appropriate others.
14. Perform department/program responsibilities.
15. Perform institutional responsibilities which contribute to the fulfillment of the college’s mission.
16. Follow institutional policies and procedures and fulfills the terms of one’s employment.
17. Fulfills other duties and responsibilities as assigned by appropriate agencies.
18. Serve on College Committees as assigned.

Salary: $45,041 to $97,480 based on State Board of Education Salary Schedule D-1B, education, and experience.

Application Deadline: 4:30 p.m., July 18, 2016

Application Procedure: A complete application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date, and from an accredited Institution.
4. Work experience verification in writing from your current and/or previous employer(s) confirming the required level of experience as stated in the “Minimum Qualifications” section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from current employer only may be delayed until an offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the “Minimum Qualifications” section, verification from previous employer(s) is required. Remember that the work experience verification completion is your responsibility. Please visit http://www.jeffersonstate.edu/about-jssc/human-resources/work-experience-verification/ to obtain form. (For clarification, please contact Human Resources)

Materials may be submitted to:
Jefferson State Community College
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899 or Fax: (205) 856-7720
Email: HumanResources@jeffstateonline.edu

This Employer Participates in E-Verify

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. 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. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER