

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: January 27, 2021

## INTENT TO EMPLOY

**Position:** Manufacturing & Technology Instructor

### Minimum Qualifications:

1. Bachelor's degree in Manufacturing, Engineering, Engineering Technology, Industrial Technology, Electronics, or related field, **preferred**. Associate degree in Manufacturing, Engineering, Engineering Technology, Electronics, or related field, **required**.
2. A minimum of three (3) years of full-time related work experience in manufacturing, maintenance, engineering, teaching/training, or an industrial setting **required**.
3. Demonstrated knowledge and hands-on skills in technical-technology subjects of: AC, DC Circuits, Electronics, Digital Circuits, Microcontrollers, Programmable Logic Controllers, Hydraulics, Pneumatics, Industrial Controls, Mechanical Systems, and Robotics, **preferred**.

**Job Functions:** The full-time teaching position will be responsible for planning, preparation, and presentation of quality instruction in Manufacturing and Technology, and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Director of Manufacturing and Technology. The employee will:

1. Be responsible for instruction in the area of Manufacturing and Technology and evaluate student learning. Appropriate teaching environment includes Manufacturing and Technology.
2. Be responsible for class and laboratory preparation.
3. Participate in curriculum development and evaluation, and recommend new or revised curriculum
4. Provide academic advising to students.
5. Perform department/program responsibilities.
6. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
7. Follow institutional policies and procedures and fulfills the terms of one's employment.
8. Fulfills other duties and responsibilities as assigned by appropriates.
9. Serve on College Committees as assigned.
10. Perform other related duties incidental to the work described herein.

**Salary:** \$49,934.00 to \$108,071.00 based on ACCS Board of Trustees Salary Schedule D-1 education and experience.

**Application Deadline:** 4:30 p.m., February 10, 2021

**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 official 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-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

### **"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

#### **Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7899 or 856-8598 / Fax: (205) 856-7720  
Email: [HumanResources@jeffersonstate.edu](mailto:HumanResources@jeffersonstate.edu)

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, 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**