

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



INTENT TO EMPLOY

Posting Date: December 15, 2015

Deadline Extended to January 26, 2016

Position: Welding Instructor – Manufacturing and Technology

Minimum Qualifications:

1. Associate's degree in welding, engineering technology, manufacturing technology, or related field **required**.
2. Minimum of three (3) years of full-time related work experience in a manufacturing or industry setting **required**.
3. Certifications Industry recognized credentials such as NCCER, AWS etc. is **preferred**. NCCER certified instructor certification will be **required** within 9 months after hiring.

Job Functions:

This is a full-time teaching position with responsibility for planning, presentation, and presentation of quality instruction and for otherwise contributing to the fulfillment of the college's mission. 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. 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. Interact regularly with business and industry to stay current with changing needs and promote positive and productive relationships.
7. Perform institutional responsibilities which contribute to the fulfillment of the college's mission.
8. Follow institutional policies and procedures and fulfills the terms of one's employment.
9. Fulfill other duties and responsibilities as assigned by appropriates.
10. 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., January 11, 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 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)
5. Certifications

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.