

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



## INTENT TO EMPLOY

Posting Date: July 29, 2021

**Position:** Associate Dean of Transfer/General Studies - Jefferson

### Minimum Qualifications:

1. Master's degree with qualifications to teach in a discipline in the division is **required**.
2. A minimum of three (3) years of full-time related administrative work experience as a Program Coordinator, Department/Division chair, Associate Dean or Dean in an academic area **required**. Minimum of 3 years teaching experience in a community college **preferred**.

### Job Functions:

This is a full-time administrative position with the responsibility for leadership in an academic division. The position also includes responsibilities for teaching and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Dean of Instruction. The employee will:

1. Be responsible for general division administration.
2. Provide leadership in academic planning, program development and implementation, and program review within the division.
3. Directly supervise and evaluate department chair within the division.
4. In collaboration with other deans/associate deans, and with input from department chairs, recommends and coordinates scheduling of division course offering.
5. Review and approve credentials of part-time faculty as recommended by department chairs.
6. Review and recommend changes in Catalog content related to the division.
7. Act as onsite reference point to respond to student and faculty problems referred by the department chair or appeals from students.
8. Make recommendations to the Dean of Instruction regarding continuing service status of non-tenured faculty.
9. Institutional responsibilities that contribute to the fulfillment of the college's mission.
10. Class and/or laboratory preparation and instruction.
11. Compliance with institutional policies and procedures and fulfillment of the terms of employment.
12. Serve as a member of the Instructional Administrative Council.
13. Serve on other committees as assigned.
14. Fulfill other duties and responsibilities as delegated by the President, Vice President of Academic Affairs, or Dean of Instruction.
15. Performs other duties and responsibilities as assigned.

**Salary:** \$80,216.00 to \$115,065.00 based on ACCS Board of Trustees Salary Schedule C-1 and experience.

**Application Deadline:** 4:30 p.m., August 12, 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**.
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. (For clarification, please contact Human Resources) 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) 856-7764 or 856-8598  
Fax: (205) 856-7720

**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