



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

GRANT-FUNDED

Intent to Employ PART-TIME

POSITION

Ready to Work Instructor-Selma Campus
Continued employment is contingent upon funding from the grant

Posting Date:

2/17/2021

Closing Date:

Ongoing

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- An Associate degree required from and accredited institution.
- Experience working in the industrial or manufacturing industry.
- Experience teaching in a classroom setting.

PREFERRED QUALIFICATIONS

- A Bachelor's degree preferred
- Effective oral and written communication skills
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- Ability to handle multiple tasks and various situations in a professional manner

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Dean for Business and Finance, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Assist in learner's intake and orientation.
- Administer assessment instruments, document TABE Individual Diagnostic Profiles, and develop a plan of instruction.
- Teach math, reading, and communication skills and other required Ready to Work modules.
- Prepare students for the WorkKeys assessment.
- Assist with recruiting adult learners.
- Provide workshops on campus regarding Job Acquisition Skills, Work Ethics, and Customer Service.
- Meet with Workforce Development Officials regarding area workforce needs
- Attend professional development and staff meetings.
- Submit monthly reports and timesheets on time.
- Maintain a file on each learner.
- Administer and submit student surveys.
- Work well with others and show respect to all college constituents.
- Generate monthly narrative on Ready to Work progress.

- Perform other duties as assigned by the Director of Workforce Development, Dean of Technical Programs and Workforce Development and the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, 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 the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9319, 876-9338
Fax: 334-876-9334
Website: www.wccs.edu

- ❖ **All application packets must be submitted to employmentpacket@wccs.edu. Please add your name to the subject line of the email.**

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received by **Human Resources**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

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 and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

WCCS is an E.O.E. and is enrolled in E-Verify.