

POSITION: Adjunct or Substitute Instructors (All Areas)

SUMMARY OF DUTIES: Teach courses and implement the instructional program in accordance with course syllabi, College policies and Alabama Community College System guidelines. Advise and recruit students, assist in updating curricula, maintain teaching equipment, serve on College committees and support the total mission of the College. Coordinate instructional activities with the Program Coordinator or Division Director where applicable and other duties as assigned. Position requires extensive knowledge of the instructional discipline.

REQUIRED QUALIFICATIONS:

GENERAL EDUCATION DIVISION

Art & Music Instructor: Qualified applicants must hold a minimum of a Master's degree including 18 graduate semester hours (27 graduate quarter hours) in the teaching discipline.

Developmental English & Math Instructor: Responsible for teaching Developmental English and Mathematics courses. Qualified applicants must hold a minimum of a Bachelor's degree in English and Mathematics.

Language, Health & Physical Education/Science, Math, Social Science, Business Instructor: Qualified applicants must hold a minimum of a Master's degree including 18 graduate semester hours (27 graduate quarter hours) in the teaching discipline.

ALLIED HEALTH DIVISION

Nursing Instructor: Qualified applicants must possess a minimum of a Master's degree in Nursing and demonstrate experience in the clinical area for which they are applying. Must have an unencumbered Alabama nursing license. At least three years of documented full-time work experience in nursing.

Diagnostic Medical Sonography: Instructors must possess a minimum of an Associate Degree in Science. At least three years of documented full-time work experience in the occupational or technical field. Must possess registry in vascular sonography from the American Registry of Diagnostic Medical Sonographers (ARDMS, VT) or the American Registry of Radiologic Technologists (ARRT, VS).

EMS/Paramedic Instructor Class and Clinical Instruction: Instructors must hold a minimum of an Associate's degree or equivalent in the teaching discipline. Three (3) years of documented, successful full-time experience as a practitioner in the field. Qualified applicants must possess a Paramedic Certification from the National Registry of EMT's and current licensure in Alabama.

Medical Assisting Instructor: Instructors must hold a minimum of an Associate's degree or equivalent in the teaching discipline. Documentation of a current professional certification in medical assisting such as (CMA, RMA, CCMA, Etc.). Three (3) years of documented full-time work experience in clinical or office practice in a healthcare setting.

CAREER & TECHNICAL EDUCATION DIVISION

Drafting & Design, Electronics, Cosmetology (Alabama Cosmetology instructor license required), Culinary Arts, Automotive Service Technology, Air Conditioning/Refrigeration, Machine Tool Technology, Welding, Graphic Design Instructor: Instructors must hold a minimum of an Associate's degree or equivalent in the teaching discipline. Three (3) years of successful full-time experience as a practitioner in the field.

Truck Driving Instructor: High School Diploma or certificate in a planned program. Three years of documented full-time recent CDL "over the road" work experience or Drivers Education in the truck driving industry. Must possess a Class "A" CDL.

NOTE:

- Certifications or licenses (required in some teaching fields) must be valid and current.
- Excellent oral, written, and interpersonal skills are required.
- Teaching experience is *preferred*.

SALARY: \$31.16 per contact hour for theory courses and \$24.48 per hour contact hour for labs.
\$36.00 per hour for Nursing Instructors

APPLICATION PROCEDURE: Vacancy Announcements and Employment Applications are available at www.trenholmstate.edu and by contacting the Office of Human Resources at (334) 420-4442 or csegree@trenholmstate.edu. Application materials may be delivered to the Office of Human Resources, Room A102 of the Administration Building on the Trenholm Campus, or submitted via U.S. mail to the following address: Trenholm State Community College, Office of Human resources, P.O. Box 10048, Montgomery, AL 36108. Applications currently on file must be resubmitted for this position. If you are applying for more than one position, submit a complete packet for each position. Once submitted, all application packets become the property of Trenholm State. The submission of all application materials (an application packet) to the Office of Human Resources by the application deadline is the sole responsibility of the applicant. **Delinquent, e-mailed, and unsigned application packets/documents will not be accepted. Only complete application packets will be considered.**

A completed application packet consists of:

- ✓ A completed official College employment application; "**See resume or attached**" will not be accepted.
- ✓ A current résumé.
- ✓ Three (3) signed letters of reference; **font-typed signatures are not acceptable.**
- ✓ Copies of all relevant transcripts. Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the "Required Qualifications" section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment

*As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the "Required Qualifications" section. The letters of verification must include the applicant's beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

Applicants who fail to submit a complete application packet will not be considered.

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Trenholm State Community College reserves the right to withdraw any job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional

(Revised 11/18/2020) 2

charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Trenholm State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Trenholm State will make reasonable accommodations for qualified disabled applicants or employees).

Trenholm State Community College is an equal opportunity employer.