

VACANCY ANNOUNCEMENT

Continuous Posting

POSITION: Adult Education Instructor (**Part-time**)

(This position is paid from restricted funds and not guaranteed beyond the funding provided through the project).

SUMMARY OF DUTIES: The Adult Education Instructor is responsible for the day-to-day instruction and supervision of adult learners. These individuals are attending class for the purpose of improving basic skills in order to obtain their GED. A major emphasis in this program is to become gainfully employed and/or to retain employment.

REQUIRED QUALIFICATIONS:

1. At least 3 years full-time experience as an instructor, plus a bachelor's degree.
2. Effective written and oral communication skills are required, demonstrated ability to use instructional technology, experience working with computers and software, must work well with others in an innovative team environment, and must be willing to continuously participate in professional development activities.

PREFERRED QUALIFICATIONS:

1. At least 5 years full-time experience as an instructor/teacher with experience in Adult Education.
2. Experience in Microsoft Word, Excel, and Microsoft Access.

SALARY: Commensurate with experience and education as determined on Trenholm State Community College local Salary Schedule, at a rate of \$9.36 - \$25.92 per hour for a maximum of 19 (nineteen) hours per week.

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 cbell@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.**
- ✓ Written verification of minimum, required work experience from a **current or previous employer**. Verification must include employment dates, job title, indicate if the employment was full-time or part-time, and be on official letterhead with an authorized signature.

***If necessary, the verification letter from your current employer may be submitted after an offer of employment has been made.**

- ✓ 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

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 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.

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