



POSITION: System Support CIS Workforce Development Instructor (Part-time) **DATE:** October 8, 2018

SCOPE OF RESPONSIBILITY: Teach courses and implement the instructional program in accordance with course syllabi, College policies and Alabama Community College System guidelines and support the total mission of the College. Coordinate instructional activities with the Dean of Workforce Development where applicable and other duties as assigned. Position requires extensive knowledge of the instructional discipline.

ESSENTIAL JOB FUNCTION, DUTIES & RESPONSIBILITIES:

1. Perform assignments and maintain duty hours in accordance with the current faculty schedule. Classes may be taught at either campus or at an off-campus site. Classes may be scheduled day, evening or weekends to meet student needs.
2. Teach courses as assigned in accordance with the course syllabi, facilitate student learning, and assist in implementing the total instructional program.
3. Promote safety throughout the total instructional program.
4. Maintain instructional related records including student attendance, student grades, enrollment records, competency records, student's plan of study, etc.
5. Provide timely and accurate "Student No-Show" reports. These reports require instructor signatures and instructors are potentially financially liable for inaccurate reporting.
6. Maintain classroom and laboratory equipment, supplies, and environments which promote learning to perform in the current and emerging work world environments.
7. Complete required surveys and student data requests.
8. Communicate with program advisory committee members, employers, and former students to receive guidance for upgrading curriculum and instruction.
9. Provide academic advisement and assistance to students in career decision-making program planning, registration, and job seeking.
10. Follow-up on graduates and former students.
11. Coordinate with the college placement office to identify potential employment opportunities for students and to identify students interested in job placement.
12. Assist in developing and upgrading course syllabi and other curriculum materials.
13. Manage live work activities, records, and materials where included in the curriculum.
14. Serve on college committees as needed to support the total mission of the college.
15. Promote the specific instructional program and the total institution within the occupational area and throughout the community.
16. Recruit students for classes.
17. Assist in recruiting, orienting, and supporting adjunct instructors to teach courses in area of responsibility.
18. Contribute to the welfare and advancement of the total community.
19. Keep up-to-date with teaching methodology, occupational information, and technology through professional development activities.
20. Incorporate technology into the teaching/learning experience.
21. Comply with applicable laws and regulations communicated through memos, staff meetings, and professional development workshops.
22. Adhere to annual faculty evaluations.
23. Develop and implement lesson plans, and appropriate test and measurement devices.

24. Attend faculty meetings, in-service programs, and other college programs and functions, such as commencement and award ceremonies.
25. Perform other duties as directed by the Dean of Workforce Development.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from a regionally accredited institution.
2. Experience teaching system support applications courses such as Workstation Administration, Server Administration, End User & Desktop Application Support, Software Support, Hardware Support and Network Security. Security + certification. A+ certification.
3. 3-years minimum CIS industry related experience.

PREFERRED QUALIFICATIONS:

1. Experience in Training for Existing Business & Industry (TEBI) or workforce development.

SALARY: Commensurate with experience and education as determined on Trenholm State Community College local Salary Schedule, at a rate of \$31.20 to 41.60 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.**
- ✓ 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 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.