



# Central Alabama Community College

## *Position Vacancy Announcement*

*Posting Date: September 2017*

### CONTINUOUS POSTING

## **Adjunct Instructor (Technical Teaching Field)**

#### **POSITION:**

#### **POSITION SUMMARY:**

The primary responsibility of the Instructor is planning, organization, and instruction of courses. *The Instructor will be assigned to teach at varied times and locations based on student demand; day, evening, or weekend in Alexander City, Childersburg, Talladega, or at other sites in the traditional classroom or via distance learning.*

#### **MINIMUM QUALIFICATIONS:**

1. Associate's degree from a regionally accredited college or institution is **required**.
2. Three (3) years' full-time experience as a practitioner in field is **required**.
3. Effective oral and written communication skills **required**.
4. Proficiency in English Language is **required**.
5. Bachelor's degree from a regionally accredited college or university, with at least 27 semester hours in related field is *preferred*.

#### **ESSENTIAL FUNCTIONS:**

1. Complies with all policies and guidelines as specified by the Alabama Community College System, Alabama Community College System Board of Trustees, and Central Alabama Community College and applicable federal guidelines.
2. Develops and maintains course syllabi, course competencies, assessments and outlines.
3. Plans, organizes and instructs all levels of courses.
4. Works with Dean of Instruction, Division chair and faculty to develop, evaluate and review curriculum.
5. Develops or assists with development of semester schedule.
6. Develops or assists with development of distance learning courses and/or Web based courses.
7. Maintains appropriate office hours.
8. Serves on divisional and institutional committees.
9. Participates in professional growth activities.
10. Prepares and submits departmental budgets and requisitions for all purchases.
11. Provides academic and career advice to students.
12. Possesses the ability to travel to all campuses, meetings and educational offerings.
13. Performs other duties as assigned that relate to the position.

#### **WORKING CONDITIONS:**

The work environment characteristics and physical demands described herein are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee must follow all safety requirements carefully and wear any personal protective equipment applicable. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Central Alabama Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

**APPLICATION  
PROCEDURE:**

Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Applications are available at [www.cacc.edu](http://www.cacc.edu). Direct access to Human Resource is 256-378-2011. Application material may not be submitted by fax or email.

**A complete application consists of the following:**

1. Completed Central Alabama Community College application.
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.

Application and supporting documentation should be mailed to:

**Human Resources  
Central Alabama Community College  
34091 U S Highway 280  
Childersburg, AL 35044**

Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

**ANTICIPATED  
STARTING DATE:**

As needed.

*Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions 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.*

*Central Alabama 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.*

*In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.*

*Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.*

*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.*