



WALLACE STATE HANCEVILLE

Vacancy Announcement

POSITION: Ready to Work Instructor

REPORTS TO: Dean of Technical Education

MINIMUM QUALIFICATIONS:

Associate's degree in Education or related field from an accredited institution is required. Bachelor's degree preferred. Experience in business or industry preferred.

DESCRIPTION OF JOB: Ready To Work instructor will report to the Dean of Technical Education and will be responsible for serving as an instructor in pre-employment classes and other pre-employment related programs for the College's Applied Technology, Adult Education and Skills Training Division. The position requires advanced communication and customer service skills and the ability to motivate adult learners. The position may require day, evening, and weekend assignments, as well as working at off campus sites.

ESSENTIAL FUNCTIONS: The position of Ready To Work instructor requires the following essential job functions: Comprehend instructional techniques and methodologies for the adult learner; demonstrate "people skills"; communicate effectively, both verbally and in writing; effectively present technical information to groups in a classroom and lab environment; maintain and update inventory of materials on hand for all classes; work independently when required and take the initiative to seek out tasks that need to be completed; work a flex schedule to include evening classes or weekend assignments; communicate orally and in writing including telephone and email usage; possess visual ability; exhibit emotional control and stability; stress management and knowledge of the English language including grammar, word usage, syntax, and sentence structure; operate a motor vehicle; ascend and descend steps; ability to lift and move materials weighing up to fifty pounds; sit or stand for extended periods of time; bend; kneel; reach; utilize and operate a calculator, fax machine, television and VCR/DVD player. **Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.**

DUTIES AND RESPONSIBILITIES;

- Teach classes as assigned. Classes may be scheduled during the day, evening, or weekend
- Assist students as advisors to include developing class schedule and encouraging, motivating, and mentoring for course completion
- Maintain all records as needed for the instructional program
- Maintain professional conduct in dealing with students, staff, administrators, faculty and the college community
- Assist in recruitment of students
- Dispense necessary reports in a timely manner
- Assist in enforcing all college policies
- Utilize basic word processing programs on the computer for maintaining various equipment and inventory lists
- Prepare and organize classrooms and equipment
- Prepare student manuals for a variety of short- term courses
- Maintain a curriculum database
- Develop and maintain an assessment database
- Participate in department and division staff meetings and staff training session
- Assume all other duties assigned by the Dean of Technical Education

APPLICATION DEADLINE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon enrollment and the instructional needs of the College.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of reference and three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered

**Return packets to: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Telephone: 256-352-8029**

Wallace State Community College is an equal opportunity employer. It is the official policy of The Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of The State Board of Education 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding.