POSITION ANNOUNCEMENT
February 5, 2016

POSITION: Instructor, Technical Design Specialist Part-time (Adjunct)

QUALIFICATIONS:
• Minimum of Associate Degree from accredited institution and three (3) years of documented full-time experience as a design specialist or in a related graphics/CAD/drafting technology field (preferred)
• Teaching/training knowledge, skills and abilities in 3D Modeling, animation and CATIA (required)
• Ability to prepare and deliver training content with the following goals in mind: deliver complete and understandable training skills, provide sufficient practice time for students to gain a working knowledge of field, ensure integrity and completeness of information presented, and provide required job aids to gain full program knowledge (required)
• Ability to work with industry to recruit and place students (required)
• Post-Secondary teaching experience (preferred)

CAMPUS LOCATION: Southwest Campus

ORGANIZATIONAL RELATIONSHIPS: Report to: Division Chair and Technical Education Dean

GENERAL FUNCTION:
The part-time Technical Design Specialist Instructor is to support the College's Mission and underlying principles. To teach any scheduled Technical Design Specialist classes during both day and evening hours. Provide quality instruction aligned with the needs of the College’s service area. Planning, teaching, reporting, recordkeeping, student recruitment, student advisement, counseling, job placement, and follow-up are integral parts of the teaching position.

MAJOR DUTIES AND RESPONSIBILITIES:
• Teaches assigned theory and laboratory courses.
• Uses appropriate instructional methods, materials and aids for enhancing the ability of students to learn and progress in a given occupation.
• Assumes supervisory responsibility for students in the classroom, laboratory or clinical setting.
• Organizes and manages the instructional (classroom/laboratory) environment.
• Implements and maintains acceptable business/industry sanitary and safety standards.
• Supervises students in performing routine cleaning and housekeeping duties.
• Performs routine maintenance of equipment and machinery used in the instructional program.
• Practices reasonable precautions for the security of equipment, supplies and facilities.
• Selects and recommends for purchase, appropriate equipment, tools, supplies/materials, textbooks, reference books, and audio-visual aids.
• Selects and organizes course content and curriculum materials.
• Develops, utilizes and updates course syllabi for each course in the program.
• Evaluates student performance in accordance with identified criteria.
• Maintains and reports accurate student grades, attendance, equipment inventory and other records.
• Assists in evaluation of the program and makes recommendations concerning course offerings, class schedules, and curriculum improvement.
• Assists in recruitment of students and job placement of program completers.
• Establishes and utilizes an occupational advisory (craft) committee for the technical program.
• Communicates and coordinates with adjunct faculty about course content, teaching materials, instructional equipment and supplies, and laboratory maintenance and security.
• Advises students and assists with student registration.
• Serves as a sponsor or advisor for student organizations.
• Serves on appropriate committees as assigned by the Division Chair, Technical School Officer, Dean or President.
• Participates in professional development activities in order to keep up-to-date in teaching and in occupational/technical skills.
• Other duties as assigned by the Division Chair, Technical School Officer, Dean or President.

**SALARY:** Local Salary Schedule $535 per credit hour

**APPLICATION PROCEDURE:** Vacancy Announcements and Employment Applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, or submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603. Applications currently on file must be resubmitted for this position. Delinquent, e-mailed, and unsigned application packets and or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
• Completed Bishop State Community College employment application (must be signed),
• Letter of interest with reference to the position announcement,
• Current resume,
• Transcripts (official required if hired), and
• Applicable amount of verification of work experience from current and/or previous employers (form included in application packet).

**APPLICATION DEADLINE:** A complete application packet must be received in the Office of Human Resources no later than Monday, February 19, 2016 at 5:00 p.m.

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 nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop 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.

**OTHER INFORMATION**
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop 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. Bishop 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 the awarding.