INTENT TO EMPLOY
May 11, 2016

POSITION: English Instructor(s) – 2 positions

ESSENTIAL JOB FUNCTIONS:
• Provide quality classroom instruction in accordance with approved course outline
• Develop and administer appropriate assessment procedures for determining student achievement
• Assist students in curriculum planning by sponsoring student organizations and participating in campus activities
• Work with department chair and other faculty to develop, evaluate, and review curriculum to ensure maximum student competency
• Develop operating budget regarding supplies, materials, travel, etc. to submit to the Department Chair
• Assist in implementing college policies, objectives, and functions in accordance with college philosophy and procedures
• Advise students academically
• Serve on divisional and institutional committees as assigned
• Maintain appropriate work hours
• Pursue professional improvement by participating in programs, workshops, and classes to maintain credentials and improve competencies
• Assume other professional duties and responsibilities as assigned by appropriate personnel

MINIMUM QUALIFICATIONS:
• Master’s Degree with 18 graduate semester or 27 graduate quarter hours in English is required.
• Teaching experience is required.
• Demonstration of excellent oral and written communication skills is required.

PREFERRED QUALIFICATIONS:
• On-line teaching experience is preferred.
• Credentials in a second discipline is preferred (preferably Reading).

SALARY: Commensurate with education and experience according to Salary Schedule D1 (salary range: $38,077 - $74,454) for nine-month employment Summer employment may be available ($11,756 - $23,026).

BASE: Opelika Campus (1 position) and Wadley Campus (1 position)

APPLICATION DEADLINE: June 2, 2016; 4:00 p.m.

ANTICIPATED START DATE: August 2016
APPLICATION PROCEDURE: Applicant must meet the minimum qualifications and must submit a complete application packet by the deadline in order to be considered for the position. Please do not staple application material. Application material may not be submitted by fax or email.

A completed application packet consists of:

- Completed Southern Union State Community College employment application (PLEASE DENOTE DESIRED CAMPUS BASE LOCATION ON APPLICATION.)
- Updated resume with a list of three (3) professional references
- Written verification of prior teaching experience from a current or former employer
- One (1) page statement of the applicant’s teaching philosophy as it relates to the community college setting
- Transcript of college work verifying degree requirement; must include degree awarded and date conferred (Unofficial copies will be accepted before the deadline, but official transcripts must be received if employed.)

SUSCC applications are available at the Alabama State Employment Service and at www.suscc.edu. Mail application packets to the following address or hand deliver to any Southern Union Campus:

Southern Union State Community College
ATTENTION: Human Resources
P.O. Box 1000
Wadley, AL 36276
Telephone: 256/395-2211

A selection committee will review applications; selected qualified applicants will be interviewed; finalists will be recommended to the College President for consideration. Applicants must adhere to the College’s prescribed interview schedule and travel at their own expense.

In accordance with the 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 minimum payment of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Southern Union also participates in E-verify.

Southern Union State Community College is an equal opportunity employer. It is the official policy of Southern Union State Community College that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Southern Union 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.