

# ***SOUTHERN UNION STATE COMMUNITY COLLEGE***

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*Dr. Amelia Pearson, Interim President*

## **INTENT TO EMPLOY**

November 3, 2009

**Position:** Assistant Coordinator of Testing Services

**Duties:** In addition to adhering to the general guidelines as specified in the College Policy Manual, the President, Dean of Student Development, and the State Board of Education, duties will include the following:

1. Under Direction, manages the operation of the Assessment Center, carries out prescribed duties regarding testing, scoring of test, computer tutorials and other clerical support services as requested by the Coordinator of Testing and the Dean of Student Development.
2. Administers and/or assists with administering a variety of tests at the College.
3. Administers and/or assists with administering tests for students with special needs and/or make-up tests.
4. Maintains security of testing supplies
5. Develops and maintains files (computer and hardcopy) of students tested in assessment center.
6. Maintains GED certification for purpose of administering the GED test.
7. Maintains appropriate work hours.
8. Assuming other professional duties and responsibilities as assigned by appropriate personnel.

**Qualifications:**

1. Bachelor's Degree from an accredited institution is required.
2. Excellent communication and computer skills are required.

**Salary:** Commensurate with education and experience according to State Salary Schedule H35 (\$22,228 - \$28,167).

**Base:** Anticipated base location is Opelika

### **Application**

**Deadline:** November 17, 2009

**Starting Date:** January 4, 2010

Wadley Campus  
P. O. Box 1000  
Wadley, AL 36276  
256/395-2211

Opelika Campus  
1701 LaFayette Pkwy.  
Opelika, AL 36801  
334/745-6437

Valley Campus  
Fob James Drive  
Valley, AL 36854  
334/756-4151

**Application  
Procedure:**

A complete application consists of:

1. A Southern Union State Community College application.
2. An updated resume with a list of three professional references.
3. Transcripts of all college work (unofficial copies will be accepted before the deadline, but official transcripts must be received prior to offer of employment).
4. Documentation of prior work experience.

Current full-time employees should submit a letter of intent addressing the minimum qualifications and an updated resume.

SUSCC applications are available at the Alabama State Employment Service and [www.suscc.edu](http://www.suscc.edu). Application materials may not be submitted by fax or email. Only complete application files received by the close of business on the deadline date at the following address will be given consideration:

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

Applications will be reviewed by a selection committee; qualified applicants will be interviewed by telephone and/or in person; three finalists will be recommended to the college President for consideration. Applicants must adhere to the college's prescribed interview schedule, travel at their own expense, and be willing to complete additional required application materials.

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 \$45.00 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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.