INTENT TO EMPLOY / RE-OPENED
August 18, 2016

POSITION: Manufacturing Technology Instructor

ESSENTIAL JOB FUNCTIONS:
- Plans, organizes, and instructs assigned courses in the day or evening on any Southern Union campus
- Prepares and maintains current syllabus for courses teaching
- Works with department chair and other faculty to develop, evaluate, and review curriculum to ensure maximum student competency
- Submits budget and purchase requests for supplies and equipment
- Assists in implementing college policies, objective, and functions in accordance with college philosophy and procedures
- Serves on committees and participates in college activities
- Maintains appropriate work hours
- Assists in recruiting and advising of students
- Maintains close relationships with the businesses and industries within the College’s service area to ensure the College is meeting their training needs; networks with industry professionals to receive feedback for program and course development and outcomes
- Assumes other duties and responsibilities as assigned by appropriate personnel

MINIMUM QUALIFICATIONS:
- Associate degree, major in an assigned area: i.e. machining, maintenance, electrical, engineering, or related field from an accredited institution is required;
- Three (3) years of successful full-time work experience as a practitioner in the occupational or technical field (manufacturing/maintenance/machining/tool & die) is required.
- Excellent oral and written communication skills are required.

PREFERRED QUALIFICATIONS:
- Bachelor’s degree preferred.
- Documentation of industry recognized credentials preferred; must pursue industry recognized credentials as determined by the College is required. (for example: Fanuc Robotics, ETA certified, NOCTI, NIMS, OSHA), etc.
- Teaching experience is preferred.

SALARY:
Based upon Salary Schedule D1: 9 month ($35,791 - $77,432); Summer appointment may be available ($11,051 – $23,947)

BASE:
Opelika Campus

APPLICATION DEADLINE:
September 9, 2016; 4:00 p.m.
ANTICIPATED START DATE: As soon as possible after deadline.

APPLICATION PROCEDURE: Applicants 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:
- A completed Southern Union State Community College employment application
- An updated resume with a list of three professional references
- A signed letter from current or a former employer that verifies required qualifications
- College transcript(s), where degrees were awarded, must include degree awarded and date conferred (unofficial copies will be accepted before the deadline, but official transcripts must be received if employed)
- A one-page statement of the applicant’s teaching philosophy as it relates to the community college setting
- Documentation of required credentials/licenses, if applicable

SUSCC applications are available at the Alabama State Employment Service and at www.suscc.edu. Mail application packets may be hand delivered to any Southern Union campus or mailed to the following address:

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.