



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue

Jasper, AL 35501

205-387-0511

CONTINUOUS POSTING POSITION ANNOUNCEMENT

POSITION #PT 451: Part-Time Hourly Positions: Clerical Support, Academic Tutor, Career Technical Lab Assistant, Library Assistants, Upward Bound Tutors/Coordinators, Maintenance Worker/Housekeeping, Upward Bound Math and Science Tutors, Help Desk Support, Academic Testing Assistant, Student Services Assistant

STARTING DATE:

GENERAL INFORMATION: Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Clerical Support, Academic Tutor, Career Technical Lab Assistants, Tutors/Coordinators, Library Assistant, and Help Desk Support must have a minimum of a High School Diploma or GED, (a college degree is often preferred)

Upward Bound Tutors/Coordinators must have a minimum of a Bachelor degree in counseling or other academic field. An employee from the targeted high school is preferred.

Upward Bound Math and Science Tutor - On-Site Tutor (one in each target school) must have a minimum of a Bachelor degree in counseling or other academic field.

Academic Testing Assistant - Associate Degree required. Computer skills, good written and oral communication skills are required.

DUTIES: In addition to adhering to the guidelines as specified in the *Bevill State Community College Personnel Handbook* and standards set by the State Board of Education, documented work experience, training, and knowledge in the field of interest will be required. **Other duties will vary according to position.**

SALARY RANGE: Hourly rates will be based on experience and educational level.

APPLICATION PROCEDURES: Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and under "Community Resources" click "Job Opportunities". The link to the employment application can be found on the left side of the page. All applications should be mailed to:

**Office of Personnel Services
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

APPLICATION DEADLINE: Finalists will be interviewed at the candidate's expense. A complete application file consists of a letter of interest with reference to the position number found on the position announcement, a completed Bevill State Community College Application, complete transcripts from all institutions from which any collegiate credit has been earned, a resume and one current, and signed, letter of reference (no older than one year).

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

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 non-refundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill 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.

Bevill State Community College is an equal opportunity employer. It is the policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.