



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

Posting date:

POSITION #PT 451: Part Time Hourly Positions – Including, but not restricted to: Clerical Support, Academic Tutor, Career Technical Lab Assistant, Dorm Managers, Bookstore Assistants, Library Assistants, and Upward Bound Tutors/Coordinators, SI Leaders, Maintenance worker, Upward Bound Math and Science Tutors

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, Security, Dorm Managers, Athletic Assistants, Bookstore Assistants, Library Assistants, and Lifeguards will have at least a High School Diploma or equivalent (A college degree is often preferred). Where applicable, a minimum of 2 years office management experience is preferred.

Upward Bound Tutors/Coordinators will have at least a Baccalaureate degree in counseling or other academic field, and an employee from the targeted high school is preferred.

Upward Bound Math and Science Tutor - On-Site Tutor (one in each target school) will have at least a Baccalaureate degree in counseling or other academic field.

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 click on “Faculty and Staff” and then “Employment Opportunities.” All applications should be mailed to:

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

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm, to ensure full consideration. 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).

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 \$13 (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 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. 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. 5242. The College reserves the right to withdraw this job announcement at any time prior to the awarding.