



REID STATE TECHNICAL COLLEGE

"The College That Works"

Continuous Posting

POSITION: Adjunct or Substitute Instructors (All teaching fields) *(These positions are temporary, part-time and as-needed contingent upon enrollment and the instructional needs of the college.)*

SUMMARY OF DUTIES: Teach courses and implement the instructional program in accordance with course syllabi, College policies and Alabama Community College System guidelines and support the total mission of the College. Coordinates instructional activities with the Division Chairperson where applicable and other duties as assigned. Position requires extensive knowledge of the instructional discipline.

REQUIRED QUALIFICATIONS: Math, English, Ethics, Practical Nursing and Psychology: Master's degree with 18 graduate semester hours in-field. Technical instructors: Two-year degree and three (3) years' experience in technical field.

SALARY: \$1,335.00 per 3 credit hours or \$29.67 per contact hour. Classes that do not meet minimum enrollment requirements may be compensated on a pro rata basis or cancelled at the discretion of the college.

APPLICATION: Reid State Technical College employment announcements and applications are available at www.rstc.edu and by contacting Brenda Jackson, Director of Human Resources (251) 578-1313 ext. 147 or bjackson@rstc.edu. Application materials may be delivered to the Human Resource Office in the Administration Building on the Evergreen Campus, submitted via fax to (251) 578-5355 attention Human Resources, or submitted via U. S. mail to the following address: RSTC, Human Resources, P. O. Box 588, Evergreen, AL 36401. The submission of all required application materials (an application packet) to the Human Resource Office is the responsibility of the applicant.

A completed application packet consists of:

- ✓ A completed official College employment application.
- ✓ A current résumé.
- ✓ Three (3) signed letters of reference.
- ✓ Copies of all relevant transcripts.

Transcripts copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the "Required Qualifications" section. The person chosen to fill the position is required to furnish official transcripts prior to the completion of the first semester of employment. As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employer verifying the work experience stated in the "Required Qualifications" section. The letters of verification must include the applicant's beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

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 \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical 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.

Reid State Technical College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, 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. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.