



# REID STATE TECHNICAL COLLEGE

*"The College That Works"*

## **Continuous Posting**

**POSITION:** Adult Education Instructor (Part-time) (This position is paid from restricted funds and not guaranteed beyond the funding provided through the project).

**SUMMARY OF DUTIES:** The Adult Education Instructor is responsible for the day-to-day instruction and supervision of adult learners. These individuals are attending class for the purpose of improving basic skills in order to obtain their GED. A major emphasis in this program is to become gainfully employed and/or to retain employment.

### **REQUIRED QUALIFICATIONS:**

1. At least one year full-time experience as an instructor, plus a bachelor's degree.
2. Effective written and oral communication skills are required, demonstrated ability to use instructional technology, experience working with computers and software, must work well with others in an innovative team environment, and must be willing to continuously participate in professional development activities.

**SALARY:** Commensurate with experience and education as determined on Reid State Technical College local Salary Schedule, at a rate of \$7.79 - \$18.73 per hour for a maximum of 19 (nineteen) hours per week.

**APPLICATION:** Reid State Technical College employment announcements and applications are available at [www.rstc.edu](http://www.rstc.edu) and by contacting Brenda Jackson, Director of Human Resources (251) 578-1313 ext. 147 or [bjackson@rstc.edu](mailto: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.