



**Snead State Community College Intent to Employ  
Adjunct/ Part-Time Instructors  
PART-TIME ONGOING**

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| <p><b>Minimum Qualifications</b></p> | <ol style="list-style-type: none"> <li>1. For <u>academic teaching fields</u> (i.e., math, history, biology, etc.) a Master’s degree with 18 graduate semester hours from a regionally accredited institution in the teaching field <b><u>required</u></b>.</li> <li>2. For <u>technical teaching fields</u> (i.e., EET, CIS Technology, etc.) an Associate degree from a regionally accredited institution, a major in the assigned teaching area, and three years of successful full-time experience as a practitioner in the technical field <b><u>required</u></b>.</li> <li>3. For <u>occupational teaching fields</u> (i.e., cosmetology, office administration) an Associate degree or equivalent from a regionally accredited institution. Equivalency with at least 60 semester hours in a planned program including an associate degree core, specialized coursework equivalent to the community college program, and a minimum of 3 years of successful fulltime experience as a practitioner in the occupational field <b><u>required</u></b>. Possess valid and current certifications or licenses that may be required in teaching field <b><u>required</u></b>.</li> <li>4. For <u>non-credit teaching fields</u> (Business and Industry, Continuing Education, Ready to Work and Career Skills, etc.) Snead State Community College is seeking qualified part-time instructors to fill in as needed.</li> <li>5. Teaching experience <b><u>preferred</u></b>.</li> </ol> |
| <p><b>Essential Functions</b></p>    | <ul style="list-style-type: none"> <li>• Assume personal responsibility for instruction in all classes assigned</li> <li>• Maintain appropriate work hours as outlined in State and College policies</li> <li>• Adhere to all policies and procedures set forth by the College</li> <li>• Master software as needed in order to enhance instruction</li> <li>• Utilize instructional technology in the instructional process</li> <li>• Develop and deliver web-based instruction as requested</li> <li>• Support the mission, philosophy, and goals of the College</li> <li>• Perform other work-related duties as assigned</li> <li>• Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the college’s initiative to maximize retention of current students and enable students to finish their collegiate goals.</li> <li>• Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor’s Office, and the College.</li> <li>• Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, Parson Days, etc.)</li> <li>• Assume other work related responsibilities as assigned by the appropriately assigned College administrator.</li> </ul>  |
| <p><b>Salary</b></p>                 | <p>Based on Alabama Community College System Board of Trustees Local Salary Schedule \$500 per credit/contact hour. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).</p>  |

**Application  
Procedures**

A **complete** application packet consists of:

1. A signed SSCC employment application
2. Current resume
3. Transcripts verifying required degree/certification (unofficial copies will be accepted before the deadline but official transcripts from all colleges must be on file prior to employment). Transcripts must include conferred or awarded date.
4. Submit application packets to:  
Snead State Community College, Office of Human Resources  
P. O. Box 734 Boaz, Alabama 35957-0734  
Phone: (256) 840-4113 or 840-4104  
[www.snead.edu](http://www.snead.edu)

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. Snead State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

**Note:** In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Snead 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.