

**SNEAD STATE COMMUNITY COLLEGE
INTENT TO EMPLOY
ADJUNCT/ PART-TIME INSTRUCTORS**

MINIMUM QUALIFICATIONS

1. For academic teaching fields (i.e., math, history, biology, etc.) a Master's degree with 18 graduate semester hours from a regionally accredited institution in the teaching field **required**.
2. For technical teaching fields (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 **required**.
3. For occupational teaching fields (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 full-time experience as a practitioner in the occupational field **required**. Possess valid and current certifications or licenses that may be required in teaching field **required**.
4. For non-credit teaching fields (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.
5. Teaching experience **preferred**.

JOB FUNCTIONS

1. Assume personal responsibility for instruction in all classes assigned
2. Maintain appropriate work hours as outlined in State and College policies
3. Adhere to all policies and procedures set forth by the College
4. Master software as needed in order to enhance instruction
5. Utilize instructional technology in the instructional process
6. Develop and deliver web-based instruction as requested
7. Support the mission, philosophy, and goals of the College
8. Perform other work-related duties as assigned

SALARY

Adjunct instructors are paid \$428 per credit/contact hour. Part-time Instructors are paid up to \$21,000 per year. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

APPLICATION PROCEDURE

1. Completed application packets will be accepted by the Human Resources Department on a **continuous basis and remain active for one year**. Available positions are contingent upon enrollment and instructional needs of the College.
2. A **complete** application packet consists of:
 - A **signed** Snead State Community College application specific to this position
 - Current resume
 - Transcripts from all degree granting institutions (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

3. Applicants in technical or occupational teaching fields must provide documentation of full-time experience as a practitioner in the technical or occupational field. Documentation must be on employer letterhead, dated, and signed by an authorized representative of the company.
4. Applicants in teaching fields that require licensure, state or technical certification(s), and/or specialized training (i.e., cosmetology, etc.) must provide a copy of their current license, certification, and/or documentation of specialized training.

Materials may be submitted to:

Snead State Community College

Office of Human Resources

P.O. Box 734

Boaz, AL 35957-0734

Phone: (256) 840-4113 or 840-4104