



**Snead State Community College Intent to Employ  
Aviation Center Director  
PART-TIME ONGOING**

<p><b>Summary</b></p>	<p>The Aviation Center Director in Albertville, AL is responsible for the day-to-day operations of the Aviation Center and for providing leadership to the Aviation Center’s Instructors, staff and students.</p>
<p><b>Minimum Qualifications</b></p>	<ol style="list-style-type: none"> <li>1. <b><u>Education Required</u></b> - High School Diploma or equivalent is required. <b><u>Education Preferred</u></b> – An Associate degree or higher in Aviation Maintenance, Electronics of a related field from a regionally accredited institution</li> <li>2. <b><u>Required</u></b> – Current FAA Airframe &amp; Powerplant (A&amp;P) mechanic license.</li> <li>3. <b><u>Work Experience Required</u></b> – A minimum of six years verifiable full-time work experience in aircraft maintenance is required.</li> <li>4. <b><u>Teaching Experience Required</u></b> – A minimum of three years of teaching experience in an A&amp;P program is required.</li> </ol>
<p><b>Essential Functions</b></p>	<ul style="list-style-type: none"> <li>• Manage the Aviation Center’s day-to-day operations (develop and manage class schedules, manage the budget, manage inventories, file FAA paperwork, etc.)</li> <li>• Provide proper leadership and management to full-time instructors, adjunct instructors and staff at the Aviation Center to meet FAA, College and division goals.</li> <li>• Provide leadership for orderly development of curriculum within the division as well as other divisional projects, such as the preparation/selection of departmental course syllabi, collection and analysis of learning outcomes data, and selection of textbooks/materials.</li> <li>• Be an Ambassador for the College by participating in outreach activities such as K-12 student tours of the Aviation Center, regional career fairs, and other efforts to market the Aviation program.</li> <li>• Foster a customer service environment for fellow employees, students, and visitors.</li> <li>• 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 select College functions (Commencement, advising 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><b>Aviation Center Director (part-time)</b> - Based on Alabama Community College System Board of Trustees Local Salary Schedule \$16,000 - \$27,000 per year up to 19 hours per week. 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.