

# INGRAM STATE TECHNICAL COLLEGE

## Position Announcement

Career/Technical Assistant

(Part-time Position Not to Exceed 19 hours/week)

Posted: December 15, 2017

**Application Deadline:** Search will continue until 3:00 PM on January 12, 2018.

**General Information:** J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, adjacent to Draper Correctional Facility in Elmore County, a presence at the Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama as well as at Donaldson Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

**Qualifications:** High school diploma or GED is required. One to three years full-time related training and experience in instruction of a career/technical program is required.

**Job Summary:** All duties are performed under the direct supervision of the Dean of Instruction and/or Associate Dean of Instruction Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

### Essential Functions:

- Assists in monitoring vocational labs under the direct supervision of instructors.
- Monitors and supervises vocational classes or labs as assigned to substitute for instructors.
- Assists vocational instructors with recordkeeping, inventory, etc.
- Uses teaching methods and aids that will enhance the ability of the students to learn and progress in their course of study.
- Evaluates facilities, equipment, and material needs and make appropriate recommendations to the Dean of Instruction and Associate Dean of Instruction.
- Gives safety instructions in use of all shop equipment. See that all safety procedures are followed during instruction period.
- Assists instructors with student job placement.
- Assists in the monitoring of live work projects as necessary to include institutional live work.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College Systems (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.
- Assumes other duties and responsibilities as assigned by the Dean of Instruction, Associate Dean of Instruction, or their designee.

**Salary Range:** *Salary will be determined by placement on approved local salary schedule L (part-time) based upon the number of years of related full-time verifiable experience.*

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

**Application Procedure:** Application forms are available from the following website at: [www.istc.edu/employment/jobs](http://www.istc.edu/employment/jobs) or leave your full name, mailing address, e-mail address, daytime contact phone number, and the title of position(s) for which you wish to apply at the:

**Human Resources Job Line**  
**J. F. Ingram State Technical College**  
**Mailing Address: Post Office Box 220350**  
**Physical Address: 5375 Ingram Road**  
**Deatsville, Alabama 36022-0350**  
**(Phone: 334-290-3279)**

**\*\* All mailed application packets must be mailed to PO Box 220350, Deatsville, AL 36022 by the specified deadline.**

*(continued on reverse side)*

*P.O. Box 220350 • Deatsville, Alabama 36022  
Phone: 334-290-3248*

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**Important Note!** Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by e-mail to Erica Portis-Turner, Coordinator of Human Resources at [erica.turner@istc.edu](mailto:erica.turner@istc.edu).

**A complete application packet consists of:**

- A completed institutional application form containing the applicant's signature. (Photocopies are acceptable)
- A current resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIALS**

**ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.**

**Other Information:** J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

*J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.*

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