



POSITION ANNOUNCEMENT

January 17, 2012

POSITION: Director, Welding Technologies and Credentialing

QUALIFICATIONS: Associate degree required and Bachelor degree preferred, and at least six years of documented job experience in the welding trade instructional experience. Certification in American Welding Society Certified Welding Inspector (AWS) and/or National Center for Construction Education Research (NCCER) is required. Courses and training in multiple welding disciplines, pipefitting, shipfitting, applied mathematics, blue print reading, and mechanical drawing are recommended. Knowledge of NAV-SEA, Tech 278 & 248, computers skills, record keeping, and effective verbal and written communication skills is a must.

DUTIES AND RESPONSIBILITIES:

- Teach and coordinate welding classes and contractual training, instructors, credentialing, and welding technology facilities, equipment, supplies, and future development and implementation;
- Maintain mutually beneficial relationships with employers and industry associations;
- Prepare new or revised curriculum materials for credit and non-credit welding program, particularly aligned with employer's expectations, as well as advising credit courses and non-credit training about the integration of modularized credential;
- Develop and implement welding procedures and custom tailored training for clients;
- Supervisor all instructors, laboratory assistants, and staff in the program;
- Write and prepare reports, proposals and other documents to support the viability of the program;
- Prepare and monitor the program's budget; generate materials and equipment bids for technology;
- Prepare the program's class and staff schedule and annual calendar;
- Respond to inquiries for all welding programs and direct inquiries as needed;
- Assist in collecting and entering students/trainees and employer's job placement information via Connect-All internet based Workforce Development System as well as produce reports; for graduates, completers and leavers;
- Assist and participate in recruitment activities as assigned;
- Assist in keeping brochures, websites, and other recruitment material up-to-date;
- Serve on committees as assigned by the President.

SALARY: Salary Schedule C3 – Maximum \$80,663. Placement on Salary Schedule C3 is based on experience and education.

APPLICATION PROCEDURE: Only a completed application packet will be given consideration for employment. A complete application packet consists of an official Bishop State Community College employment application, a letter of interest with reference to the position announcement, a current resume, transcripts (officials required if hired), and letters of work verification experience from current and or previous employers. Letters must include employment dates and job title and must be on company letterhead and signed by authorized personnel. Applications for employment are available from the Office of Human Resources or visit our website at www.bishop.edu. Send the complete application packet to:

Office of Human Resources
Bishop State Community College
351 North Broad Street
Mobile, Alabama 36603

APPLICATION DEADLINE: A complete application packet must be received in the Human Resources Office by February 14, 2012 at 4:00 p.m. Applications received after the deadline will be considered only if the position is not filled.

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 non-refundable \$15.00 payment for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

Bishop State Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, 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 subjective to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employee. The College reserves the right to withdraw this job announcement at any time prior to the awarding.