



### Internal Posting

*This position is posted in compliance with Alabama Code §16-22-15.  
It is the intent to place a current employee in this position.*

#### Strong Start Instructors (Internal Posting)

**Minimum Qualifications:** A Master degree from a regionally accredited college or university required. Three (3) years of college experience as an Instructor, Counselor, Academic Advisor or Student Services staff member or completion of the Strong Start Mentoring program. Experience in academic advising, recruitment, orientation and the registration process. Must be a full-time employee at Bishop State Community College.

**Adjunct Pay - Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

#### Continuous Postings

##### Division of Science

- Biology
- Physics
- Physical Science
- Chemistry

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

##### Division of Mathematics

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

##### Division of Humanities

- Art
- Music
- English
- American Sign Language
- Mass Communication
- Theater Arts
- Interpreter Training
- Reading
- Speech

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

#### **Division of Developmental Education**

- English
- Reading

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

#### **Division of Social Sciences**

- History
- Religion
- Psychology
- Sociology
- Criminal Justice
- Political Science

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

#### **Division of Business**

- Business
- Accounting
- Economics
- Office Administration

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

#### **Division of Computer Information Systems (CIS)**

- Computer Information Systems

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

## **Nursing Program**

- Clinical Associates

**Minimum Qualifications:** Bachelor of Science in Nursing. Degree must be from a regionally accredited College or University. Current unencumbered Alabama Registered Nursing License.

**Preferred Qualifications:** Master of Science in Nursing. Degree must be from a regionally accredited College or University. Three (3) years of experience on a medical surgical or critical care hospital unit. Experience on an obstetrics or pediatrics hospital unit.

**Clinical Associate Pay** - Bishop State Community College's Local Salary Schedule for Clinical Associates:

- \$30/hr Bachelor's Degree
- \$32/hr Master's Degree

## **OTHER**

- Health Information Technology
- Physical Education
- Early Childhood Education

**Minimum Qualifications:** Master degree with 18 graduate semester hours in the teaching discipline. Degree must be from a regionally accredited College or University.

**Adjunct Pay** - Salary level will be determined by Bishop State Community College's Local Salary for Adjunct Instructors- \$556 per credit hour

---

## **Physical Therapist Assistant Program**

- Physical Therapist Assistant

**Minimum Qualifications:** Earned Associate degree in Applied Science as a Physical Therapist Assistant (PTA) or be a graduate of an accredited Physical Therapist Assistant or Physical Therapist program or deemed equivalent program, and a Bachelor degree in a related field, which may include Exercise Science, Exercise Physiology, Biology, Kinesiology, Athletic Training, Health Administration, or Physical Education. Current professional license as a PTA or PT in the state of Alabama. Minimum of three (3) years of clinical experience as a PTA or PT required.

**Physical Therapist Assistant Pay** - Bishop State Community College's Local Salary Schedule for Clinical Associates - \$28.00 per hour

---

## **TECHNICAL EDUCATION**

- Lab Assistant

**Minimum Qualifications:** High school diploma or GED from an accredited body, with a certification in the training field and one year of related experience.

**Lab Assistant Pay**- Bishop State Community College's Local Salary Schedule for Lab Assistant-18.00 per hour

- Technical Adjunct Instructors

**Minimum Qualifications:** Associate degree from a regionally accredited College or University. Certification in the training field with a minimum of six (6) years of experience maybe substituted in high demand specialized training areas.

**Preferred Qualifications:** Bachelor degree from a regionally accredited College or University.

**Technical Adjunct Instructor Pay** - Bishop State Community College's Local Salary Schedule for Technical Adjunct Instructor-\$28.00 per hour.

- **Bus Driver**

**Minimum Qualifications:** Current CDL with class B passenger endorsement. Three (3) year coach type bus driving experience or a graduate of an accredited Truck Driving College.

**Lab Assistant Pay-** Bishop State Community College's Local Salary Schedule for Bus Driver-\$175.00 per trip

---

### **Workforce & Economic Development**

#### **Part-time Workforce Development Instructor(s) – NCCER**

These position(s) are offered as part-time not to exceed 19 hours/week. Classes are held based on demand and are expected to be held during normal week days, nights, and/or sometimes weekends depending on class schedules throughout the year

**Minimum Qualifications:**

- A minimum of five (5) years of full-time work experience within the respective industry or a minimum of four (4) years of full-time work experience within the related industry of which two (2) years must be in training instruction, supervisory, or higher roles.
- High School Diploma or GED, official transcripts required.
- Valid Driver's License
- National Center for Construction Education & Research (NCCER) Authorized Instructor Credentials in one or more of the following respective areas:
  - Core Curriculum
  - Maritime
  - Heavy Highway Construction
  - Project Management
  - Pipefitter
  - Construction
  - Welding
  - Electrical
  - and others

**Preferred Qualification:**

- Associate degree from a regionally accredited institution in a related construction discipline

**Salary-** up to \$35/hour, depending on credentials/experience.

#### **Part-time Workforce Development Instructor(s) – OSHA Safety**

This position is for 10- or 30-hour OSHA safety courses for Construction and/or General Industry. Classes are held based on demand and are expected to be held during normal week days, nights, and/or sometimes weekends depending on class schedules throughout the year

**Minimum Qualifications:**

- A minimum of three (3) years of full-time work experience within the respective industry.
- OSHA authorized to teach the respective safety course.
- High School Diploma or GED, official transcripts required.
- Valid Driver's License

**Preferred Qualification:**

- Associate degree from a regionally accredited institution in a related discipline.

**Salary-** up to \$35/hour, depending on credentials/experience.

#### **Part-time Workforce Development Instructor – MSSC**

These position(s) are offered as part-time not to exceed 19 hours/week. Classes are held based on demand and are expected to be held during normal week days, nights, and/or sometimes weekends depending on class schedules throughout the year.

**Minimum Qualifications:**

- A minimum of five (5) years of full-time work experience within the Manufacturing industry or a minimum of four (4) years of full-time work experience within the related industry of which two (2) years must be in training instruction, supervisory, or higher roles.
- Valid Driver's License
- Associate Degree from a regionally accredited institution, official transcripts required.
- Manufacturing Skill Standards Council (MSSC) Authorized Instructor Credentials in one or more of the following areas:
  - Certified Production Technician (CPT) \* 4.0 & CPT+ Skill Boss
  - Certified Logistics Technician (CLT) \*
  - Certified Forklift Technician (CFT)
  - Certified Technician-Supply Chain Automation (CT-SCA) & Skill Boss-Logistics

**Preferred Qualification:**

- Bachelor's Degree from a regionally accredited institution, official transcripts required.

**Salary-** up to \$35/hour, depending on credentials/experience.

---

**ADULT BASIC EDUCATION**

- **Part-time Adult Basic Education Instructor (Federal Grant Funded)**

**Minimum Qualifications:** Bachelor's degree from a regionally accredited College or University.

**Part-time Adult Basic Education Instructor Pay-** Salary level will be determined by Bishop State Community College's Local Salary for Part-time, Adult Instructors:

Master's Level-\$21.41/hr

Bachelor's Level- \$15.56/hr

**Student Employment – Peer Tutors and Work-study**

Pay – Federal Minimum Wage

**Peer Tutors**

Contact – Justin Cooley – [jcooley@bishop.edu](mailto:jcooley@bishop.edu)

**Work-study**

Contact – Karen Payne-Taylor – [ktaylor@bishop.edu](mailto:ktaylor@bishop.edu)

---

**Application Procedure:**

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address:

Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). Applications currently on file are good for one year, afterwards applications must be resubmitted for consideration. Delinquent and/or unsigned application packets and/or documents will not be accepted. **Only complete application packets will be given consideration for employment.**

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Transcripts (official required if hired)

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems 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. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.