



Bishop State

A Great Place To **Start**™



Bishop State Community College is a state-supported, open-admission, urban community college located in Mobile, Alabama. It is the college's mission to provide students with open access to a quality and affordable education that equips them with the skills and knowledge needed to successfully enter the workforce and thrive.

The college consists of four city campuses, dedicated to serving the residents of Mobile and Washington counties in southwest Alabama.

The college is part of the Alabama Community College System, the state-supported network of two-year community, junior, and technical colleges that serves the residents of Alabama. Bishop State offers university transfer programs for students wanting to continue their education at a four-year school, or for those who seek to start careers right away, the college's one and two-year career programs can put students on the fast track to rewarding jobs.



Two major construction and renovation projects are currently underway on the Bishop State Main campus - the Advanced Manufacturing Center and the Health Sciences Facility. These projects are the first construction projects on the college campus in well over a decade. The Advanced Manufacturing Center is a \$17 million project that will allow the college to train skilled workers to meet the workforce needs of businesses and industries in the Mobile service area and throughout the region. Bishop State has established strong partnerships with

businesses, industries, and organizations which will allow the college to offer programs supported by industry-experienced leaders and train on industry-approved equipment.

The \$4 million Health Sciences building is a modern health sciences facility for the nursing and PTA programs. The new facility will increase opportunities for Bishop State to offer state-of-the-art simulation teaching labs that will allow skill development and real-time feedback on students' clinical experience which will support the healthcare facilities in our region.

Bishop State is committed to helping each student get the skills needed to immediately join the workforce or to pursue additional educational opportunities. This is why Bishop State is a GREAT place to start. We are Mobile's Community College!



MOBILE, ALABAMA

Bishop State is located in downtown Mobile which is located in the

southwest corner of the state on the Gulf of Mexico. With nearly 200,000 residents, Mobile is the fourth most populous city in Alabama.



Mobile is Born to Celebrate and the city is known as the Birthplace of Mardi Gras with the oldest organized Carnival celebrations in the nation. As one of the Gulf Coast's cultural centers, Mobile offers art museums, botanical gardens, a symphony orchestra, a professional opera, a professional ballet company, a host of local restaurants, and significant historic architecture from churches, homes, and buildings.

The city has public and private primary and secondary schools as well as several colleges and universities. It serves the central Gulf Coast as a regional center for healthcare services with four major medical centers. Aerospace, steel, shipbuilding, retail, services, construction, medicine, and manufacturing are the city's major industries. The Mobile Regional Airport has direct connections to four major airports.



BISHOP STATE COMMUNITY COLLEGE

Position Announcement

Posted Date: December 17, 2020
Closing Date: Until Filled

Position: Instructor, Advanced Manufacturing Technology

Campus: Main

Minimum Requirements:

- Bachelor degree in Engineering, Engineering Technology or a related field from a regionally accredited college or university.
- Three (3) years of full-time experience in a manufacturing-related field as an Electrical Engineer, Mechanical Engineer, Process Engineer, Controls Engineer, Industrial Engineer, Chemical Process Engineer, Equipment Service (maintenance) Supervisor/Manager, or Project Lead relating to the design, build, installation, commissioning, training, and servicing of the equipment and technical systems used in manufacturing.

Preferred Requirements:

- Six (6) years of full-time experience in the process technology manufacturing industry.
- Demonstrated project management experience.
- Prior teaching or training experience.

Required Knowledge, Skills, Abilities, and Essential Job Functions:

- Ability to handle multiple tasks.
- Ability to establish and maintain effective working relationships with a diverse student population, employees, and the public.
- Practical knowledge of process and control equipment, including Programmable Logic Controllers (PLCs) and /or supervisory control systems.
- Practical knowledge of flow, levels, temperature, and pressure control systems.
- Practical knowledge using various industrial device communications.
- Practical knowledge of fluid power systems (pneumatics/hydraulics).
- Practical knowledge of mechanical drives.
- Excellent oral, auditory, and written communication.
- Excellent organizational skills.
- Ensure the safety of students, staff, and visitors.
- Provide quality classroom instruction.
- Ensure the upkeep of laboratories/classrooms: keep safe, clean, and organized.
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
- Responsible for program development and development of related curriculum.
- Seek continuous improvement in curriculum, instruction, and resources.
- Develops/executes apprenticeship programs
- Participate fully in the institutional planning process and assist in carrying out the College's overall instructional mission.
- Prepare and grade assignments, projects, and examinations as required.
- Develop and deliver online instruction.
- Assist in recruiting, orienting, supervising, and supporting adjunct instructors to teach courses in the area of responsibility.
- Assist in registration and pre-registration as needed.
- Assist in developing and managing budgets.
- Actively participate in the marketing of programs.
- Assist in the recruitment and retention of students.
- Pursue and execute grants, including managing/coordinating grants as directed by the Dean of Instruction, Vice President of Operations, and/or President.
- Maintain an inventory of assigned equipment and supplies.
- Serve on college committees when requested.

- Submit required reports to the Dean of Instruction.
- Inform students of educational and occupational opportunities.
- Provide a proper instructional environment and maintain good human relations in the classroom to be more effective.
- Participate in faculty and professional organizations.
- Maintain a program advisory committee in accordance with the Alabama Community College System (ACCS) Advisory Committee guidelines.
- Ensure up-to-date curriculum base on workforce needs and the needs of employers.
- Recommend curriculum textbooks/online, and other instructional materials.
- Support workforce development and non-credit training activities.
- Maintain compliance with College and program-related accreditation and certification standards.
- Retain and submit documentation as required to support accreditation efforts.
- Performs other work-related responsibilities as assigned by the Dean of Instruction, Executive Vice President, and/or President.

Salary: ACCS Salary Schedule: **D1**

Application Procedure:

Position announcements and employment applications are available at 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. Applications currently on file must be resubmitted for this position. 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
- Applicable Transcript with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

Application Deadline:

A complete application packet must be received in the Office of Human Resources. 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 nonrefundable fee of \$17.40 (additional charges may apply) 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 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.

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.