



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.*

Evening Facilitators (Internal Posting)

Minimum Qualifications: Associate degree from a regionally accredited college or university required. Two (2) years of college experience as an Instructor, Counselor, Academic Advisor or Student Services staff member. Experience in advising, recruitment, and the registration process. Must be a full-time employee at Bishop State Community College.

Positions are available at the following Bishop State locations:

- Carver Campus
- Central Campus
- Main Campus
- Southwest campus

Evening Facilitators – Local Salary Schedule - Salary level will be determined by Bishop State Community College's Local Salary for Evening Facilitators- \$13.00 per hour

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 -\$28.00 per hour

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

ADULT BASIC EDUCATION

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

Minimum Qualifications: Bachelor 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 – Jeri Wilson – jwilson@bishop.edu

Work-study

Contact - Dr. Samuel Chuks – schuks@bishop.edu

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 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)
- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

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.