



# Central Alabama Community College

## *Position Vacancy Announcement*

### **CONTINUOUS POSTING**

**POSITION:** Adjunct Instructor (Academic Field)

**POSITION SUMMARY:** The primary responsibility of an Adjunct Instructor is planning, organization, and instruction of courses. *Adjunct Instructors will be assigned to teach at varied times and locations based on student demand; day, evening, or weekend at any or all sites and locations served by the College in the traditional classroom or via distance learning.*

**MINIMUM QUALIFICATIONS:**

1. Master's Degree from a regionally accredited college or university with a minimum of 27 quarter hours or 18 semester hours of graduate work in teaching field is **required**.
2. Teaching experience is *preferred*.
3. Experience in utilizing technology in the classroom is *preferred*.

**ESSENTIAL FUNCTIONS:**

1. Planning, organizing, and instructing in the day and/or evening and weekends at assigned locations
2. Working with Division Chairs and other faculty to ensure attainment of student success and the achievement of the student learning outcomes.
3. Maintains and submits appropriate records and paperwork (including student learning outcomes and IE data).
4. Turns all records and grades in at the end of each semester.
5. Provides standardized college syllabi to all students enrolled in classes.
6. Adheres to each standardized college course syllabus.
7. Maintains professional conduct in dealing with students, staff, administration, faculty and the college community.
8. Assist in enforcing all college polices.
9. Performs other duties as assigned.
10. Attend required college meetings as necessary.
11. Maintain open lines of communication with students.
12. Provide assistance to students as needed.

**SALARY:** Local Salary Scale

**APPLICATION PROCEDURE:** Applicants must meet the minimum qualifications. Submit completed application packet in order to be considered for the position. Applications are available at [www.cacc.edu](http://www.cacc.edu). Direct access to Human Resources is 256-378-2010 or 256-378-2011.

**A complete application packet consists of the following:**

1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.
4. Applicants in teaching fields that require licensure and/or state or technical certifications (i.e., nursing) must provide a copy of their current license and/or certification.

Faxed or emailed application materials will not be accepted.

**Mail application packet to:**

**Central Alabama Community College  
Human Resources  
34091 U.S. Hwy. 280  
Childersburg, AL 35044**

Incomplete application packets and/or application packets received after the closing date will eliminate the possibility of an interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations, when contacted for the interview. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

**ANTICIPATED  
STARTING DATE:**

As needed.

*Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, disability, 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.*

*Central Alabama 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.*

*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 fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.*

*Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.*

*More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.*

