



Lurleen B. Wallace Community College

POSITION: Forestry Instructor

STARTING DATE: February 2021

REQUIRED QUALIFICATIONS: Minimum of a master's degree with 18 or more graduate hours in Forestry is required.

DUTIES: Duties include classroom instruction and other duties as outlined in the faculty job description and policy manual. Special functions may include recommending class scheduling, providing information for budget planning, advisement, student recruitment, registration, working with student organizations, appropriate record keeping, and teaching all assigned classes.

SALARY: Commensurate with experience and education as determined on Salary Schedule D1 of the Alabama Community College System Board of Trustees salary schedules.

APPLICATION PROCEDURE: Lurleen B. Wallace Community College employment announcements and applications are available at www.lbwcc.edu or by visiting the Human Resources Office or College Switchboard. Application materials may be delivered to the Human Resources Office, Room A101 of the Administration Building on the Andalusia Campus, emailed to awilliamson@lbwcc.edu or submitted via U. S. mail to the following address: LBWCC, Human Resources, P. O. Box 1418, Andalusia, AL 36420. The submission of all required application materials (an application packet) to the Human Resource Office by the application deadline is the responsibility of the applicant.

A complete application packet must be received in the Office of Human Resources no later than January 6, 2021 at 5:00 p.m.
Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- ✓ A letter of application,
- ✓ A current résumé,
- ✓ A completed official College employment application as posted on the LBWCC Human Resources webpage,
- ✓ Two letters of reference,
- ✓ Copies of all relevant postsecondary transcripts. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the "Required Qualifications." The person chosen to fill the position is required to furnish official transcripts of all postsecondary education prior to the completion of the first semester of employment.

As a condition of the employment offer, the applicant chosen to fill the position will be required to submit letters of verification from previous or current employers verifying work experience. The letters of verification must include the applicant's beginning and ending dates of employment, employment title, and indicate if the employment was full or part time.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable 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. Lurleen B. Wallace 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. Lurleen B. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

Lurleen B. Wallace Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System 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, creed, marital status, disability, gender, 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. Lurleen B. Wallace Community College will make reasonable accommodations for qualified disabled applicants or employees.