



POSITION: Graphic Design Instructor

**PROJECTED
STARTING DATE:** January 3, 2008

SUMMARY: Provides instruction in graphic design and visual communications

SUPERVISORY UNIT: Career Technical Education – Occupational Programs

MINIMUM QUALIFICATIONS:

- Bachelor's degree with a concentration in graphic design or related field
- Graphic design experience

Preference will be given to candidates who can document:

- Postsecondary teaching experience
- Three (3) years of successful full-time experience in graphic design
- Master's degree in related field

ESSENTIAL JOB FUNCTIONS:

1. Provides instruction to students enrolled in graphic design.
2. Serves as faculty advisor to students enrolled in the program. Informs students about the course requirements, evaluation procedures, and attendance policies.
3. Assists with program recruitment and serves as contact person for relevant high school programs.
4. Maintains accurate attendance and scholastic records.
5. Maintains teaching credentials, technical competency, and technical currency as directed by the supervisor.
6. Serves on technical, advisory, or college committees as assigned by supervisor.
7. Participates in curriculum evaluation revision and textbook selection.
8. Fulfills professional responsibilities, promotes public relations on behalf of the college and performs community service activities as directed by supervisor.
9. Works hours or schedule assigned by supervisor.
10. Performs other duties as assigned by supervisor to complete professional development or teaching assignments.
11. Maintains inventory records of tools, equipment, and teaching components in working order.
12. Maintains cleanliness and employs good housekeeping practices in assigned teaching areas (classrooms and laboratories).
13. Complies with policies and procedures established by Lawson State Community College.
14. Performs other duties as assigned by the supervisor.

SALARY/FRINGE BENEFITS

- Educational attainment level and applicable experience according to the Alabama College Salary Schedule "D" nine/three month contract will determine salary.

PHYSICAL DEMANDS – STRENGTH RATING:

Medium Work – Exerting 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

APPLICATION PROCEDURE:

An application file consists of the following: a) a letter of application, b) three current reference letters (with original signatures) that are less than one year old with one or more letters addressing the applicant's teaching ability, proficiency in required skills, and commitment to excellence, c) a completed Lawson State Community College *Application for Employment*, and d) a copy of transcripts from all colleges attended. Please note that if employment is offered, the candidate must provide official college transcripts prior to the official employment date and agree to a criminal background check.

CLOSING DATE:

Application packages must be received in the Human Resources Office by 4:30 p.m. on September 28, 2007, if hand delivered or must be postmarked no later than September 28, 2007, if being submitted via U S Mail. Packages delivered or postmarked after the deadline will not be considered. All application packages and related materials should be sent to:

Mrs. Vergie Spears, Director
Human Resources Office
Lawson State Community College
3060 Wilson Road, S. W.
Birmingham, AL 35221
(205) 925-2515

A printable copy of the *Application for Employment* is available at www.lawsonstate.edu.

OTHER INFORMATION

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 position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.