Vacancy Announcement
Posting Date: October 29, 2015

Position Title: Adjunct Culinary Arts Instructor/Hospitality Services Instructor

Position Summary: Provide instruction and assess student-learning outcomes in Culinary Arts and Hospitality Services courses that are a part of the degree plan for CUA majors.

Required Qualifications:

- Minimum of an Associate Degree in Culinary Arts and/or Hospitality Management from an accredited institution.
- Minimum of 3 years full-time work experience in a restaurant or food service establishment as chef or executive chef.
- ServSafe certified; ServSafe Alcohol certified
- Eligible for membership in and/or holding certification by the American Culinary Federation as a certified working chef or certified chef education.
- Excellent oral, auditory, and written communication skills.
- Experience or demonstrated ability in integrating technology in instruction.

Other Qualifications:

- Bachelor’s Degree preferred
- Teaching experience in culinary arts/hospitality services at a postsecondary institution preferred.
- Management experience preferred.

Job Functions:

- Teach up to 9 credit hours in Culinary Arts;
- Plan, organize and instruct Culinary Arts courses during the day, evening, or on weekends as assigned;
- Develop and teach the traditional seated lecture courses, Internet-based courses, and technology enhanced courses;
- Prepare course material, objectives and syllabi;
- Write and document student attainment of learning outcomes;
- Maintain and report accurate daily class attendance and grade records;
- Recruit students to develop and maintain the instructional program;
- Organize, maintain and submit purchase order requests for supplies and equipment to be used with the curriculum as needed;
- Assist in implementing college policies, objectives and functions in accordance with the college mission and procedures;
- Be prompt and punctual in reporting for work, in meeting classes, and in keeping office hours;
- As funds allow, attend workshops and meetings that contribute to professional development;
- Assume other professional duties and responsibilities as may be assigned by appropriate personnel.

Salary: Appropriate placement on Local Salary Schedule based on education and experience
Project Start Date: TBD

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

- Letter of application
- LSCC application; completed and signed (See resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Three signed letters of recommendation with original signatures; one or more letters must be from a current or previous employer and must address the applicant’s proficiency in required skills and years of service relative to the position. Letters should not be older than 1 year.

Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date:
Application packets will be accepted on a continuous basis. Application packets should be sent to:

Lawson State Community College
Human Resources Office
3060 Wilson Road, S.W.
Birmingham, AL 35221

Other Information:
Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

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.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request. In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the background check.