Vacancy Announcement

Internal Posting

This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current full-time employee in this position.

Posting Date: August 19, 2015

Position Title: Department Chair
Business and Information Technologies Division

Position Summary: Assist in the administration of the Business and Information Technology Division and serve as chairperson within the division. Provide leadership in the development and administration of strategies and institutional policies for business and information technology programs, special activities and college effectiveness.

Required Qualifications:

- Master’s degree or higher in Accounting, Business Education, Business Administration, OR Computer Science.
- Three years of teaching experience in degree area at Lawson State Community College.
- Knowledge of developing/teaching online courses using the BlackBoard Platform.
- Knowledge of working with student organizations.
- Experience in building external partnerships.

Essential Job Functions:

- Supervises the development and/or revision of curricula; implements instructional programs
- Develops course schedules and faculty assignments.
- Represents the Division at meetings, conferences, etc.
- Assists in hiring adjunct faculty, and supervising and evaluating full-time and adjunct faculty.
- Assists in supervising the students’ organizations in the division.
- Assists in writing reports.
- Assists in obtaining funds (Grants, scholarships, etc.) for the Division
- Assists in overseeing that the guidelines of the Accredited Council for Business Schools and Programs are fulfilled according the accrediting policies.
- Responsible for teaching four courses (one less than full-time faculty) during the fall and spring semesters and three courses (one less than full-time faculty).
- Ensures departmental compliance with SACS (Southern Association of Colleges and Schools) accreditation guidelines.
- Prepares and maintains budget, labs, and equipment.
- Provides program information and ensures the availability of advisement services for students.
- Serves on campus and college-wide committees.
- Participates in the development and implementation of College policies, procedures and guidelines.
- Engages in resource development activities.
- Resolves issues and problems that may arise with faculty, staff and students.
- Provides training opportunities for employees.
- Performs other duties as assigned.
Projected Start Date: As soon as possible after closing date

Salary: Appropriate placement on State Salary Schedule I (Salary: $400.00 monthly)

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
- Resume

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

Application Closing Date:
Application packets must be received in the Human Resources Office by 4:30 p.m. on September 2, 2015. Packets delivered or postmarked after the deadline will not be considered.

Application packets should be sent to:

Mrs. Janice McGee
Human Resources Office
Lawson State Community College
3060 Wilson Road SW
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.