



REID STATE TECHNICAL COLLEGE

"The College That Works"

Health Careers Advising Specialist (posted July 15, 2021)

Position: Health Careers Advising Specialist

Qualifications

1. Bachelor's Degree in Nursing from a regionally accredited institution required.
2. Master's Degree in Nursing from a regionally accredited institution preferred.
3. Unencumbered Alabama registered nurse license required.
4. Three (3) years of successful full-time experience in the Nursing field.
5. Evidence of current nursing knowledge, clinical skills and teaching competence.

Duties & Responsibilities

1. Substituting in case of departmental instructor absence.
2. Maintain unencumbered Alabama registered nursing license.
3. Assisting assigned departmental instructor and students in laboratory exercises and hands-on training techniques.
4. Supervising and assisting assigned students on any appointed projects and equipment in the respective department.
5. Grading, filing, copying and other clerical duties.
6. Prepare the skills lab for check-offs and ensure that lab is cleaned at the end of each skills check-off session.
7. Make copies of skills verification and skills check-offs sheets and have stocked in lab area.
8. Assist with students in computer lab and making sure that computer labs are cleaned and send requests to IT when updates are needed for required software and computer programs used within the department.
9. Serve as substitute clinical instructor in extreme cases of instructor absence.
10. Perform other duties as assigned by the President and Dean of Instruction/Workforce Development.

Salary Commensurate with education and experience according to ACCS Board of Trustees Salary Schedule E1.

Anticipated Employment Period – September 1, 2021

Application Deadline – July 29, 2021

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- A current resume
- Copy of current unencumbered Alabama registered nurse license
- Copy of unofficial or official transcripts. (Transcripts must confirm applicant meets educational requirements.)
- Employer verification of work experience, must be on company letterhead or form, signed by company administrator.

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later

than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

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 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. Reid State Technical 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.

Reid State Technical 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, marital status, disability, sex, 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. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.