



# GADSDEN STATE COMMUNITY COLLEGE

## Position Announcement

Posting Date: November 23, 2020

Closing Date: December 7, 2020

## POSITION: TRUCK DRIVING TRAINING SPECIALIST/EXAMINER (Temporary Position)

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

### QUALIFICATIONS:

- ◆ High School Diploma or equivalent GED certificate **required**.
- ◆ Acceptable motor vehicle report (MVR) **required**.
- ◆ Three (3) years documented full-time recent CDL "over the road" driving experience **required**.
- ◆ Current Class A CDL license **required**.
- ◆ All endorsements (P, T, X-Haz, Tank) *preferred*.
- ◆ Three (3) years driver training experience *preferred*.
- ◆ Alabama DOT third party examiner license *preferred*.
- ◆ Effective oral, written, and interpersonal skills.
- ◆ Knowledge of institutional rules, regulations, procedures, and functions.
- ◆ Ability to design and implement a comprehensive curriculum for classroom and experiential learning.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.
- ◆ Commitment to all students, including those of diverse cultures and ethnic backgrounds.
- ◆ Commitment to the teaching-learning process of the community college and the open-door admission process.

### DUTIES:

- ◆ Teach courses as assigned in accordance with the curriculum to include classroom and hands-on instruction.
- ◆ Conduct instruction in both day and evening settings.
- ◆ Use personal driving experiences to effectively communicate the proper procedures of driving a truck and trailer.
- ◆ Maintain classroom, trucks, supplies, and environments, which promote learning to perform in the current and emerging work world environments.
- ◆ Conduct CDL examinations of students and walk-ins.
- ◆ Communicate with employers in the trucking industry to receive guidance for upgrading curriculum and instruction.
- ◆ Maintain equipment of Truck Driving Training program.
- ◆ Recruit students for classes.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

*Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**PROJECTED STARTING DATE:**

January 2021

**SALARY:**

Salary Schedule C-3 – \$35,000

**APPLICATION DEADLINE:**

December 7, 2020 – 4:00 P.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copy of high school diploma/transcript or GED certificate, and (e) copies of current CDL and MVR.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.  
Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.  
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

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

**Any offer of employment is contingent upon a satisfactory criminal background investigation.**

**This employer participates in E-Verify.**