



THE APPLICATION PROCESS

We invite you to apply for employment with Asheville-Buncombe Technical Community College (A-B Tech) by submitting a complete application package via our job page on the A-B Tech website (www.abtech.edu/jobs).

This system will walk you through the steps of completing the online application which may include:

1. Online Application
2. Transcripts: Unofficial copies of transcripts will be accepted for the application process. Official transcripts from a regionally accredited institution are required two business weeks prior to start date, if hired. Transcripts are required for all positions requiring a college degree and must be electronically uploaded and attached to your application. *This also applies to current A-B Tech employees.*
3. Cover letter: Cover letters are required for every application. The Cover letter should address how your education, knowledge, skills, and experience meet the minimum qualifications of the position.

If you are in need of special services due to a disability in order to apply for a position with A-B Tech, please contact the Human Resources office at (828) 398-7114 or (828) 398-7169.

Application Process:

1. To apply for a job, click the Create Account link on the navigation bar, then search jobs. You will be prompted to create an application if you have not done so before.
2. A separate application must be submitted for each position for which you want to be considered. However, applicant data (such as transcripts, cover letters, resume, and application text) will be saved to your applicant account online once you complete your first application. To apply for additional vacancies, simply login using your username and password and apply for additional positions. Note:
 - Applicants must meet all academic and work related requirements as posted on the job vacancy announcement.
 - Full-time Regular positions will be posted for a minimum of ten work days after the posting date. Part-time Regular position will be posted for a minimum of five work days after the posting day. After allotted work days, the position may be closed to additional applicants. Positions listed as “open until filled” are open until a selected candidate is hired.
3. After the posted review date, a screening committee will review applications and select candidates for interview. The screening committee is composed of, but not limited to, the following personnel:

FACULTY POSITIONS:

Faculty member (at-large selection)
Department Chairperson (from division)
Dean (from division)
division)
Non-Faculty representative (outside division)
Vice President (or designee)

NON-FACULTY POSITION:

Peer
Immediate Supervisor
Staff or faculty representative (outside
Vice President (or designee)

PRESIDENT’S STAFF POSITION:

President (or designee)
Executive Leadership Team
Other to be determined by the type of vacant position

4. Screening of applications is normally done within one to two weeks of the closing date. Interviews are usually scheduled within three weeks of the closing date. Applicants selected for interview will be telephoned and those not selected will be contacted via email. Please be patient, as this process can be lengthy at times.

A-B Tech is an Equal Employment Opportunity Employer.