INDIAN RIVER STATE COLLEGE  
3209 Virginia Avenue, Fort Pierce, Florida 34981-5596  
www.irsc.edu  

Instructions for Applying for  
Full-Time Administrative Positions

Application Process

Application materials must be submitted directly to Human Resources. A cover letter, IRSC Employment Application, signed position description, three letters of recommendation, and photocopies of transcripts are required for being considered for an administrative position. When applying for more than one position, a separate cover letter for each position and signed position description are required. Applicants only need to complete one IRSC employment application.

- **IRSC Employment Application**  
The employment application may also be located on the IRSC website. **Applicants must submit an IRSC application to be considered an applicant for any IRSC position vacancy.**

- **Cover Letter**  
Applicants cover letter must address how they feel they are qualified for the specific position and must address qualifications/knowledge and skill requirements as indicated on the position description.

- **Position Description**  
Available position descriptions may be viewed on the IRSC website. **The position description must be reviewed, signed, and returned with the application packet.**

- **Resume**  
The resume cannot be accepted in lieu of the employment application.

- **Philosophy of Education**  
To demonstrate proficiency in written communication (SACS Criteria 4.8.1), all applicants pursuing an Administrative position must present, in their own words, their Philosophy of Education.

- **Transcripts**  
If the position description requires a degree, photocopies of transcripts are required to apply. If selected as the final candidate for the position, the applicant will be asked to have official transcripts sent. To be considered “official”, these transcripts must be received by IRSC directly from the institution(s) attended. Transcripts provided by the applicant in a sealed envelope will not be considered official.

- **Three Letters of Recommendation**  
Letters of Recommendation are optional. If provided, professional letters are preferred with personal letters acceptable. The applicant may provide these with their application or request that the recommenders mail them directly to the Office of Human Resources/Employment at the Main Campus, Fort Pierce.

Interview Process

Individuals selected for an interview will be contacted by telephone, letter or e-mail to arrange for an interview. After the interviewing process is completed and an individual has been selected for the position, all applicants will be notified in writing that a selection has been made. Applications will remain current for a period of four years in the event another suitable position becomes available.

Certification & Professional Development

All full-time Administrators must have a current certification issued by the District Board of Trustees. Certification by the Florida Department of Education is no longer necessary for College instructors. Each of the twenty-eight District Board of Trustees now authorizes its own respective local certification requirements. Certification at this institution is completed through the Human Resources Department and the Vice President of Instructional Services. Each certificate will have an expiration date and is the responsibility of each certified employee to take proper and timely steps to keep his or her certification current. During each five (5) year period, all Administrators must complete six (6) semester hours of College credit education in an area related to their position or complete a minimum of 180 clock hours of related professional development activities (such as attendance at conventions, conferences, seminars, and workshops) or a combination of professional development clock hours and semester hours may be used to satisfy the requirement. Please contact the Certification Specialist in the Human Resources Department for more information.
Background Checks
Certification and re-certification will be contingent upon fingerprint and background clearances, which will include criminal arrests, convictions and may include consumer credit, motor vehicle driving, and other reports. A processing fee of $15 will be charged at the time of fingerprinting.

* An application for employment is incomplete without all of the required documents indicated above as being received in Human Resources. Incomplete applications will not be considered. Unsolicited applications will not be accepted.

Please return all required materials to the Office of Human Resources/Employment, Main Campus, Fort Pierce. If you have questions concerning the employment process, please contact Human Resources at (772)-462-7280.