POSITION: Adjunct or Substitute Instructors (Academic and Technical teaching fields)

REQUIRED QUALIFICATIONS:
- For academic teaching fields (i.e., math, history, biology, etc.) you must have a Master’s degree with eighteen (18) graduate semester hours from a regionally accredited institution in the teaching field required, or
- For technical teaching fields (i.e., drafting, computer numerical control, industrial electricity, etc.) you must have an Associate’s degree from a regionally accredited institution, a major in the assigned teaching area, and three years of successful full-time experience as a practitioner in the technical field required, or
- For occupational teaching fields (i.e., carpentry, auto body repair, automotive technology, welding, etc.) you must have an Associate’s degree or equivalent from a regionally accredited institution. Equivalency with at least sixty (60) semester hours in a planned program including an associate degree core, specialized coursework equivalent to the community college program, and a minimum of three (3) years of successful full-time experience as a practitioner in the occupational field for entry level placement (Level 0) or six (6) years of successful full time experience as a practitioner in the occupational field for advanced placement (Levels 1-4) required
- Possess valid and current certifications or licenses that may be required in teaching field (e.g., Nursing, Cosmetology, Electrical Technology, Accounting, Automotive Technology, etc.) required

SALARY: Adjunct instructors are paid a flat rate of $700 per credit hour taught when the class meets the minimum enrollment requirements. Classes that do not meet minimum enrollment requirements may be compensated on a pro rata basis or cancelled at the discretion of the college. Selected classes may be compensated on an hourly basis based on contact hours rather than credit hours. Compensations arrangements for substitute instructors may vary depending on the duration of the instructional assignment and the instructional division within the College. Appropriate compensation arrangements for substitute instructors will be determined by the College.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resource Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

Complete application files will be accepted by the Human Resources Office on a continuous basis and remain active for a year for available positions. Incomplete application packets will eliminate the possibility of a position opportunity.
A completed application packet consists of:

- A signed SSCC employment application. Electronic signatures will not be accepted.
- A current resume
- All official postsecondary transcripts must be furnished. Official electronic transcript may be emailed from the issuing institution to nfranks@sheltonstate.edu. Personal, student, or internet copies provided by applicant of transcripts will not be accepted.
- A written synopsis containing 300 words on the topic “How I Can Help Ensure Student Success at Shelton State Community College”.

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 $13 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Each institution will make reasonable accommodations for qualified disabled applicants or employees.