POSITION:  INSTRUCTOR, LOGISTICS

DESCRIPTION OF DUTIES: The Instructor, Logistics must advise students, provide quality classroom instruction, maintain required academic records, and purchase, maintain and operate lab equipment that is relative to the program of study. The Instructor seeks continuous improvement of the program curriculum and equipment and participates fully in the institutional planning process and managing a department budget.

REQUIRED QUALIFICATIONS: Minimum of an Associate Degree from an accredited institution and three (3) years of successful full-time experience as a practitioner in the logistics occupational or technical field required OR six (6) years of full time experience as a practitioner in in the logistics field and a technical certificate/diploma from an accredited institution or certified apprenticeship in industrial electronics required. Effective written communication skills required. Certification on different classes of forklifts required. Strong computer skills and familiarity with Microsoft software products required. Documented work experience in receiving, storage, sequencing of materials, warehousing, and dispatching required.

PREFERRED QUALIFICATIONS: Teaching experience preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule D1.

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 to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is March 23, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

✓ A cover letter of application relevant to the position.
✓ A signed SSCC employment application. Electronic signature will not be accepted.
✓ A current resume
✓ Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)
✓ Copy of certificate/diploma if applicable
✓ 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 a $17.40 fee will be deducted from the first payroll an employee receives 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.