

SHELTON STATE COMMUNITY COLLEGE

9500 Old Greensboro Road

Tuscaloosa, AL 35405

205-391-2272

VACANCY NOTICE

Posted April 23, 2007 (updated May 7, 2009)

POSITION TITLE: Adjunct or Substitute Instructors (All teaching fields) and Substitute or Temporary (one year or less) Support Staff

QUALIFICATIONS:

Adjunct or substitute instructors must meet the following applicable credential criteria:

- For academic teaching fields (i.e., math, history, biology, etc.) you must have a Masters 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 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 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**
- Qualified to teach in a second teaching field **preferred**
- 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**
- Demonstrate effective written communication skills **required**
- Teaching experience **preferred**
- Experience in developing/teaching courses via distance learning technology **preferred**

Substitute or Temporary support staff (clerical):

- High school diploma or GED is **required**. Certificate, diploma, or significant course work beyond the high school level in office administration, secretarial science, or a related field is **preferred**. Associate's Degree or equivalent in business, office administration, secretarial science or related field is **preferred**.
- Demonstrated competence with the Windows operating system and commonly used application software (e.g., Microsoft Office, etc.) **required**
- Clerical, secretarial, or office administration experience **preferred**
- Experience in a community college, four-year college, or university setting **preferred**
- Experience in the assigned staff area **preferred**

Substitute or Temporary Support Staff (Environmental Services, Grounds, Maintenance, Security, etc.)

- High school diploma or GED is **required**.
- Specialized training, certification, or licensure **may be required** for some positions
- Job related experience **may be required** for some positions
- Advanced technical skills **may be required** for some positions

ESSENTIAL JOB FUNCTIONS:

Adjunct or Substitute Instructors:

- Design each course and deliver each class to ensure an effective learning experience
- Develop, implement, and teach courses using distance learning technology (i.e., internet etc.), video courses, CD-ROM courses and courses taught via other non-traditional delivery methods as required
- Submit to the Division Chair a course plan for each course taught
- Maintain a high level of competence and expertise in the teaching field or subject area
- Incorporate current teaching techniques, subject area developments, and current technology (if applicable) into the learning experience

- Provide classroom instruction in accordance with approved course outlines
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Prepare and grade assignments, projects, and examinations as required
- Demonstrate effective people skills, communication skills, and work ethic (i.e., preparation and punctuality)
- Demonstrate an understanding of and commitment to the mission and goals of the community college
- Perform additional essential job functions that are unique to the instructor position and/or teaching field

Substitute or Temporary (one year or less) Support Staff (Clerical):

Clerk I Level (E5):

- Perform basic clerical skills such as:
 - Keyboarding
 - Using a microcomputer and recent editions of common application software such as Microsoft Office
 - Developing files and filing documents in appropriate files
 - Using other office equipment such as a fax machine, copier, calculator, etc.
- Demonstrate basic or advanced oral and written communication skills.
- Understand and follow written and verbal instructions
- Demonstrate basic customer service skills such as:
 - Answering the phone in a courteous and helpful manner
 - Demonstrating a caring attitude toward students, faculty, and staff
 - Assisting customers with routine problems

Clerk II Level (E4):

- Perform basic and advanced clerical skills such as:
 - Creating and maintaining a database
 - Organizing and presenting information in tables, charts, spreadsheets, etc.
 - Proofreading drafts and correcting grammar, syntax, spelling, and punctuating on correspondence and documents
 - Composing drafts of correspondence independently
 - Preparing correspondence, memorandums, spreadsheets, reports, and other documents as required
 - Preparing reports, forms, schedules, calendars, bulletins and packets as required
 - Preparing minutes of meetings as needed
 - Organizing and maintaining office files
 - Working well under pressure to meet deadlines
- Demonstrate effective oral and written communication skills such as:
 - Preparing accurate reports from varied information
 - Making oral presentations on job-related topics to small work groups
- Understand and follow advanced written and verbal instructions including, but not limited to:
 - Assimilating knowledge of institutional policies and procedures
 - Independently following departmental guidelines and procedures
 - Assimilating knowledge of records management policies and procedures outlined in the Postsecondary Education Records Manual

Substitute or Temporary (one year or less) Support Staff (i.e., Environmental Services, Grounds, Maintenance, Security, etc.)

- Lift up to twenty five pounds without assistance
- Provide routine environmental, grounds, maintenance, or security services as applicable to the specific job assignment. Depending on the job assignment, duties may include cleaning, disposal of waste, operating cleaning or lawn maintenance equipment, providing security services, or providing building maintenance services.
- Safely use cleaning supplies, petroleum based fluids, cleaning and maintenance equipment (such as scrubbers, buffers, lawn mowers, power tools, etc.), other cleaning and maintenance materials, and chemicals that are required to do the job
- Perform all duties in a safe manner

- Perform duties that require repetitive bending, stooping, and lifting
- Perform duties that require standing or walking for extended periods of time, such as mopping, scrubbing, stripping, waxing, edging, performing security checks, performing maintenance installations or repairs, etc.

Substitute or Temporary (one year or less) Advanced Support Staff Levels (E3, E2, E1) (e.g., Secretary, Manager, Specialist, Officer, Technician, Crew Chief, Accountant, etc.)

- May require mastery of the basic and advanced clerical skills at the Clerk I and Clerk II levels
- May require performance of other advanced skills that are unique and specific to the assigned job
- May require handling of sensitive information of a confidential nature
- May require advanced computer and/or technical skills
- May require specialized training, technical skills, certification, or licensure (e.g., Electrician's license, etc.)
- May require advanced job related experience
- May require participation in annual planning and evaluation sessions in support of the College's vision, mission statement, and institutional goals and objectives
- May require participation in staff meetings and professional development activities as appropriate

OTHER DUTIES AND RESPONSIBILITIES:

- **Adjunct or Substitute Instructors:**

1. Demonstrate commitment to:
 - student retention and success
 - challenging and cultivating student achievement beyond the classroom
 - supporting a diverse population of learners
 - working in a participatory and collegial setting
 - supporting continuous improvement of curricula and services
2. using technology and other innovative approaches to enhance the teaching/learning process
3. participation in professional growth activities
4. Post and maintain regular office hours in accordance with prevailing policy
5. Must be able to work as a team member
6. Demonstrate ethical behavior, loyalty, honesty and integrity, both on and off campus
7. Communicate effectively with the Division Chair and other faculty and staff
8. Complete assigned tasks in a timely and systematic manner
9. Perform other duties as assigned by the Division Chair and Associate Dean of Academic or Technical Services

- **Substitute or Temporary (one year or less) Support Staff:**

1. Must be able to work as a team member
2. Demonstrate ethical behavior, loyalty, honesty and integrity, both on and off campus
3. Communicate effectively with Supervisor and other staff members
4. Complete assigned tasks in a timely and systematic manner
5. Perform other duties as assigned by the Supervisor, Crew Chief, Grounds Manager, Maintenance Manager, or Security Manager (whichever is applicable)

SALARY: **Adjunct instructors** are generally paid a flat rate of \$600 per credit hour taught when the class meets 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. Compensation arrangements for substitute instructors may vary depending on the duration of the instructional assignment and the instructional division (academic or technical) within the College. Appropriate compensation arrangements for substitute instructors will be determined by the College.

Full-time (40 hours per week) Substitute or Temporary Support Staff will be compensated at the same rate as the employee for whom they are substituting. Part-time Substitute or Temporary Support Staff (20-39 hours per week) are compensated at the same rate as the employee for whom they are substituting. Part-time Substitute or Temporary Support Staff (19 hours or less) are compensated on an hourly rate without benefits. The hourly rate will be determined by the Dean who has administrative responsibility for the position.

APPLICATION DEADLINE/PROCEDURE:

1. **Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon enrollment and the instructional needs of the College.**
2. A complete file consists of:
 - Shelton State Community College employment application (application must be signed)
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
 - Official** college transcripts from all institutions where a degree was earned (i.e., A.A., B.A., M.A., Ph.D., etc.) and where additional graduate course work was completed but no degree awarded]
 - Adjunct or substitute instructor applicants in technical or occupational teaching fields must provide documentation of full-time experience as a practitioner in the technical or occupational field. Documentation must be on employer letterhead and signed by an authorized representative of the company.
 - Substitute or temporary support staff applicants should provide a copy of their high school diploma, high school transcript, or GED certificate
 - Substitute or temporary support staff applicants for advanced level positions should provide official transcripts (if applicable) and copies of advanced technical certifications and/or licensures
 - Adjunct or substitute instructors should provide a written synopsis containing a maximum of 300 words on the topic, "My Understanding Of The Role of the Community College"
 - Applicants in teaching fields that require licensure, state or technical certification(s), and/or specialized training (e.g., cosmetology, nursing, industrial electricity, automotive technology, etc.) must provide a copy of their current license, certification, and/or documentation of specialized training. Applicants who have questions about specific requirements in a particular teaching field should contact the Office of Human Resources at 205-391-2272.

NOTE: Failure to receive any item above will result in disqualification from further consideration.

3. Application forms are available online at www.sheltonstate.edu, by email at jobs@sheltonstate.edu, or by contacting the Office of Human Resources at 205-391-2272. Application materials should be returned to:

Director of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405
Website: www.sheltonstate.edu

SHELTON STATE COMMUNITY COLLEGE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

Shelton State Community College is an equal opportunity employer. It is the official policy of The Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of The State Board of Education that no person shall, on the grounds of race, color, handicap, gender, 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. Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding.