

SHELTON STATE COMMUNITY COLLEGE

9500 Old Greensboro Road

Tuscaloosa, AL 35405

205-391-2272

VACANCY NOTICE

POSITION: Lab Assistant(s) for Instructional Programs (Technical or Academic)

QUALIFICATIONS:

- Documented training or work experience in the assigned program **required**
- Experience with safety equipment and procedures in the assigned program **required.**

ESSENTIAL JOB FUNCTIONS:

- Assist the instructor in each class to ensure an effective learning experience
- Demonstrate acceptable level of competence in performing lab duties
- Demonstrate effective people skills, communication skills, and work ethic (i.e., preparation and punctuality)
- Inspect lab equipment prior to operation by students to insure safety as needed
- Maintain safe operation of machinery during lab exercises as needed
- Assist the instructor in daily operations in the lab and classroom instruction

OTHER DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned by the Division Chair or Associate Dean of Technical Services

SALARY: This is a part-time position (19 hours or less per week). The hourly rate is to be determined by the Dean of Instructional Services.

CONTINUED ON BACK

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 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 **required** qualifications listed on this Vacancy Notice]
 - Submission of official transcripts is optional

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.