

SHELTON STATE COMMUNITY COLLEGE

9500 Old Greensboro Road

Tuscaloosa, AL 35405

205-391-2272

VACANCY NOTICE

POSITION: Non-Credit Part-time Instructors, (Training for Business & Industry, Continuing Education & Lifelong Learning, Community Education)

QUALIFICATIONS:

- High School Diploma or GED **required**
- Training or work experience in the assigned program **required**
- Experience with safety equipment and procedures in the assigned program **required**

ESSENTIAL JOB FUNCTIONS:

- Demonstrate acceptable level of competence in area of instruction
- Demonstrate effective people skills, communication skills and work ethic (i.e., preparation and punctuality)
- Prepare customized outlines, develop course content and teaching materials based on company or department needs
- Display effective teaching skills
- Maintain safe operation of machinery during lab exercises as needed

SALARY: This is a part-time position. The hourly rate is to be determined by the President.

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]
 - Copy of High School diploma or GED certificate
 - Applicants in technical or occupational teaching fields must provide documentation of 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.

- Applicants in teaching fields that require licensure, state or technical certification(s), and/or specialized training (e.g., HVAC, 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:
 - **Margie Falls at 205-391-2434 (Training for Business and Industry)**
 - **Anita Headley at 205-391-2999 (Continuing Education, Lifelong Learning and Community Education)**
- 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] (if applicable)

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: 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.