

# **SHELTON STATE COMMUNITY COLLEGE**

**9500 Old Greensboro Road**

**Tuscaloosa, AL 35405**

**205-391-2272**

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## **VACANCY NOTICE**

**POSITION:** Student Competency Assessor

**ANTICIPATED START**

**DATE:** May 2007

**QUALIFICATIONS:**

- Master's degree **required**
- Teaching experience **required**

**ESSENTIAL JOB FUNCTIONS:**

- Evaluate selected samples of student work (i.e., test answers, essays, portfolios, etc.) and score samples based on a selected rubric appropriate for the sample being assessed
- Determine if an existing rubric is appropriate for the outcome(s) being assessed
- Record, report, and/or tabulate rubric scores as required

**SALARY:** This is a part-time position. The hourly rate to be determined by Dean of Instructional Services.

**APPLICATION DEADLINE/PROCEDURE:**

1. **Complete application files will be accepted on a continuous basis. Available positions will be based on the instructional needs of the College.**
2. A complete file consists of:
  - SSCC employment application
  - Current resume
  - All college transcripts [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (bachelors degree or higher) and where additional graduate course work was completed but no degree awarded]

**NOTE: Failure to receive any item above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.**

**Continued on Back**

3. Before an offer of employment is made, employment verification(s) will be required from your previous and present employer(s).
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Application forms are available from and should be returned to:

Director of Personnel Services  
Shelton State Community College  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405  
Website: [sheltonstate.edu](http://sheltonstate.edu)

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expenses. If you have a disability and may require accommodations, please notify us at (205) 391-2272.

**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.*