

SHELTON STATE COMMUNITY COLLEGE

9500 Old Greensboro Road

Tuscaloosa, AL 35405

205-391-2272

VACANCY NOTICE

POSITION: Support Staff Employee (Part-time)

QUALIFICATIONS:

- High school Diploma or GED **required**. Associates degree or higher **preferred**
- Minimum of five to ten (5-10) years of full-time experience in an office environment **required**
- Full-time experience in a two-year community college **preferred**
- Proficiency in Microsoft Word and Excel **preferred**

ESSENTIAL JOB FUNCTIONS:

- Perform advanced clerical skills to include:
 - Keyboarding
 - Using a microcomputer and recent editions of common application software such as Microsoft Word and Excel
 - Creating and maintaining a database
 - Assist in the maintenance of the distance education website as needed
 - Maintaining course management system 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
 - Organizing and maintaining office files
 - Working well under pressure to meet deadlines
 - Using other standard office equipment such as a fax machine, copier, calculator, etc.
- 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
- Perform additional essential job functions that are unique to the specific department, office, or position assigned

OTHER DUTIES AND RESPONSIBILITIES:

1. Establish and maintain positive working relationships with other administrative, faculty, and staff personnel.
2. Participate in staff and committee meetings as assigned

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3. Communicate with other divisions appropriate items of information
4. Maintain confidentiality of office information
5. Perform other duties as assigned by the supervisor or department head

SALARY: Part-time Local (L) salary schedule (19 hours per week with no benefits)

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 operational needs of the College.**
2. A complete file consists of:
 - SSCC employment application
 - 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, high school transcript, or GED certificate
 - Copy of college transcripts are **optional**
 - Three (3) letters of reference from persons other than those listed on the application

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration.

3. Application forms are available from and should be returned to:

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