

# **SHELTON STATE COMMUNITY COLLEGE**

**9500 Old Greensboro Road**

**Tuscaloosa, AL 35405**

**205-391-2272**

---

## **VACANCY NOTICE**

**POSITION:** Tutors for Learning Resource Center (LRC) (Part-time)

**QUALIFICATIONS:**

- Possess a specific knowledge base in their subject area and be approved by the department chair of that subject area **required**
- Provide the college with a current transcript or proof of courses taken in the subject area **required**
- Demonstrated competence with the Windows operating system and commonly used application software (Microsoft Office, etc.) **preferred.**
- Tutoring experience **preferred.**

**ESSENTIAL JOB FUNCTIONS:**

- Provide one-on-one or group tutoring services as required
- Demonstrate specific knowledge base in their subject area
- Use a microcomputer and recent editions of common application software such as Microsoft Office
- File documents in appropriate files
- Use other office equipment such as a fax machine, copier, calculator, etc.
- Understanding and following basic written and verbal instructions
- Demonstrate a caring attitude toward students, faculty, and staff
- Report to work on time
- Attend a 3-4 hour tutor training class

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Assist in evaluating Learning Center programs and activities
2. Establish and maintain positive working relationships with other administrative, faculty, and staff personnel.
3. Attend regularly scheduled classes on the subject they are tutoring
4. Participate in staff and committee meetings as assigned
5. Communicate with other divisions appropriate items of information
6. Ability to maintain confidentiality of office/student information

**SALARY:** Local schedule. Hourly rate to be determined by the Associate Dean of Student Services based on educational level and experience. [B.A. - \$9.00 an hour, MA/MS - \$10.00 an hour; currently enrolled students - \$5.15-\$8.00 an hour.]

**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 qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
  - **Official** college transcripts from all institutions where college-level coursework was completed or where a degree was earned (i.e., A.A., B.A., M.A., Ph.D., etc.).

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

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

Director of Personnel Services  
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.*