



SHELTON STATE

COMMUNITY COLLEGE

INTENT TO EMPLOY
CONTINUOUS POSTING
Revised 6.2016

POSITION: Non-Credit Instructor (Training for Business & Industry, Community Education, and Lifelong Learning)

REQUIRED QUALIFICATIONS:

- High School Diploma or GED
- Training or work experience in the assigned program
- Training certifications may be required to deliver specialized training in areas such as workforce testing and assessments, safety (OSHA), technical (NCCER), computer hardware/software (Microsoft)

SALARY: Dependent upon the type of training and related skills, certifications, licenses, and the requested specialized business and industry expertise for the contracted services. Hourly rate is to be determined by the Dean of Instruction and Workforce.

DESCRIPTION OF DUTIES: Shelton State Community College is committed to providing a wide range of technical and professional short-term training for the business and industry sector as well as non-credit community education and lifelong learning courses to our community. Non-Credit Instructors are required to provide competent instruction in the area of expertise. This includes assisting with the development and implementation of courses that address both industry needs and community interests.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of the following:

- ✓ A signed SSCC employment application
- ✓ A current resume
- ✓ A copy of high school diploma, high school transcript, or GED certificate
- ✓ A copy of all related credentials, if applicable

Application materials may be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed application materials will be accepted.

APPLICATION DEADLINE: Complete application files will be accepted by the Office of Human Resources on a continuous basis and remain active for a year for available positions. Incomplete application packets will eliminate the possibility of a position opportunity.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.