



**INTENT TO EMPLOY  
CONTINUOUS POSTING**

**POSITION: Seasonal Athletic Support Staff (Part-time)**

**REQUIRED QUALIFICATIONS:**

- Minimum of High School Diploma or GED

**PREFERRED QUALIFICATIONS:**

- Experience with athletic events
- College coursework

**SALARY SCHEDULE PLACEMENT:** Local salary schedule

**JOB DUTIES AND RESPONSIBILITIES:**

- Perform athletic support tasks as needed
- Utilize appropriate technology as needed for job functions
- Establish and maintain positive working relationships with other administrative, faculty, and staff personnel
- Provide quality customer service to athletic participants and audience
- Maintain confidentiality of information
- Perform other duties as assigned by the supervisor

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [www.sheltonstate.edu](http://www.sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). The submission of a complete packet is the sole responsibility of the applicant. No previous application files will be transferred for consideration of his 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:

- ✓ A signed cover letter of application relevant to the position
- ✓ A signed SSCC employment application
- ✓ A current resume
- ✓ A copy of high school diploma, high school transcript, or GED certificate

**Application materials must be mailed or hand delivered to:**

Office of Human Resources  
Shelton State Community College  
9500 Old Greensboro Road  
Box 238  
Tuscaloosa, AL 35405

**No faxed applications 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 one 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.