



# SHELTON STATE

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## COMMUNITY COLLEGE

**INTENT TO EMPLOY**  
CONTINUOUS POSTING  
Revised 6.2016

### **POSITION: TUTORS FOR THE SOAR INSTITUTE (PART-TIME)**

#### **REQUIRED QUALIFICATIONS:**

- Possess a **certain** knowledge base in a specific subject area and be approved by the division chair of that subject area
- College course work with proof of courses taken in the subject area

#### **PREFERRED QUALIFICATIONS:**

- Demonstrate competence with the Windows operating system and commonly used application software (Microsoft Office, etc.)
- Tutoring experience

**SALARY:** Hourly rate to be determined based on educational level and experience.

**DESCRIPTION OF DUTIES:** Tutors in the SOAR Institute are responsible for tutoring currently enrolled Shelton State students who come for assistance with coursework. Tutors will be required to attend training sessions held throughout each semester. Tutors may be assigned to either Shelton State campus: Martin or Fredd. This is a part-time, hourly position with a maximum of 19 hours per week.

**APPLICATION PROCEDURE:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources Office at 205.391.2272 or [hr@sheltonstate.edu](mailto: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
- ✓ All official postsecondary transcripts identifying the applicant, institution, and date degree conferred must be included. Official electronic transcripts may be emailed from the issuing institution to [hr@sheltonstate.edu](mailto:hr@sheltonstate.edu). Personal, student, or internet copies of transcripts provided by applicant will not be accepted.

**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](mailto:hr@sheltonstate.edu)

**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 official policy of the Alabama Community College System, 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.

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.

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

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.