



# SHELTON STATE

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## COMMUNITY COLLEGE

**INTENT TO EMPLOY**  
CONTINUOUS POSTING  
Revised 9.11.2018

**POSITION: Adjunct or Substitute Instructors (Academic and Technical teaching fields)**

**REQUIRED QUALIFICATIONS:**

- For **academic** teaching fields (i.e., math, history, biology, etc.) including health services programs, you must have a Master's degree with a minimum of eighteen (18) graduate semester hours in the teaching field from a regionally accredited institution
- For **technical** and **occupational** teaching fields (i.e., drafting, computer numerical control, industrial electricity, carpentry, auto body repair, automotive technology, welding, etc.) you must have an Associate's degree or equivalent from a regionally accredited institution, a major in the assigned teaching area or specialized coursework equivalent to the community college program, and three years of successful full-time experience as a practitioner in the technical field or occupational field. Please note, however, that the following teaching fields require a Master's degree: child development, culinary arts, and business office management technology.
- Possess valid and current certifications or licenses that may be required in teaching field

**SALARY:** Adjunct instructors are paid a flat rate of \$728 per credit hour taught when the class meets the minimum enrollment requirements. Classes that do not meet minimum enrollment requirements may be compensated on a pro rata basis or cancelled at the discretion of the college. Selected classes may be compensated on an hourly basis based on contact hours rather than credit hours. Compensation arrangements for substitute instructors may vary depending on the duration of the instructional assignment and the instructional division within the College. Appropriate compensation arrangements for substitute instructors will be determined by the College.

**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 hand signed SSCC employment application
- ✓ A current resume
- ✓ Official postsecondary transcripts that demonstrate the required educational qualifications must be included and must identify the applicant, institution, degree, and date conferred. Official electronic transcripts may be emailed or mailed from the issuing institution or delivered by the applicant if officially sealed. 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, that no person shall, on the grounds of race, color, disability, 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.

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 will be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.