



# SHELTON STATE

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## COMMUNITY COLLEGE

INTENT TO EMPLOY  
CONTINUOUS POSTING  
Posted 5.13.2019

**POSITION:** Part-time Support Staff

**REQUIRED QUALIFICATIONS:**

- High School Diploma or GED

**PREFERRED QUALIFICATIONS:**

- Associate's degree or higher from a regionally accredited institution
- Experience working in a community college setting

**SALARY:** Hourly rate to be determined

**PRIMARY JOB DUTIES AND RESPONSIBILITIES:**

- Perform specific tasks related to assigned area of responsibility
- Utilize appropriate technology as needed for job functions
- Establish and maintain positive working relationships with other administrative, faculty, and staff personnel
- Participate in staff and committee meetings as assigned
- Communicate with other divisions appropriate items of information
- Maintain confidentiality of information
- Complete professional development and other related training as assigned by the College
- Perform other duties as assigned by the supervisor or department head

**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
- ✓ A copy of high school diploma, high school transcript, GED certificate, or official postsecondary transcripts that demonstrate the required educational qualifications. This documentation must identify the applicant, institution, degree, and date conferred.

**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.