



## **INTENT TO EMPLOY**

Posting Date: September 5, 2019

Closing Date: September 19, 2019

**POSITION: Assistant Director of Training for Business and Industry**

**POSITION AVAILABLE:** November 2019

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree from a regionally accredited institution
- Three (3) years of workforce development experience
- Three (3) years of teaching experience
- Proficiency in Microsoft Word, PowerPoint, Excel, and Outlook
- Effective written and oral communication skills

**SALARY SCHEDULE PLACEMENT:** Range of \$52,011- \$80,225, based upon the Alabama Community College System and Shelton State Community College Salary Schedule C3-2 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

### **DUTIES AND RESPONSIBILITIES:**

- Support the College's workforce and economic/industrial development initiatives
- Assist in the development and maintenance of workforce databases
- Maintain a high level of competence and expertise in the college's workforce training and pre-employment programs and classes
- Develop, implement and maintain customized workforce training programs
- Meet with industry representatives to assess and develop training
- Coordinate with other departmental and/or College employees in determining client needs and expectations and course feasibility, development and delivery
- Supervise the Truck Driver Training program, staff and direct the day to day operations of the Truck Driver Training program
- Assist in the development of program outcomes as it relates to workforce training and the Truck Driver Training Program
- Supervise the Ready to Work Program, staff and direct the day to day operations of the Ready to Work Program
- Inform students concerning workforce course requirements, evaluation procedures, attendance requirements, and academic progress
- Serve as an advisor to students to help them achieve successful completion
- Work with assigned staff to sustain and improve non-credit training programs
- Supervise and evaluate performance of assigned staff, train and coordinate tasks, assign priorities and resolve issues or concerns
- Maintain instructional program records
- Assist in the recruitment of students
- Participate in the planning of effective long-range goals for the department and the College
- Work day, evening, and weekend assignments, at both on and off campus sites, as needed
- Teach Workforce Development classes as needed
- Coordinate staff development for instructors to stay updated on changes in workforce programs

- Dispense necessary reports in a timely manner
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Actively participates on division/college committees, teams, and task forces
- Participates in professional development, compliance, performance excellence, and training activities as required
- Performs other duties as assigned by supervisor

**APPLICATION PROCEDURES:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://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 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 for all in-person interviews.

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

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ Copies of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned that demonstrate that the applicant meets the educational requirements for the position. If employed, official transcripts must be received in the Office of Human Resources prior to the employment start date.

**Application materials must 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. If you have questions, please call 205.391.2272.**

**APPLICATION DEADLINE:** The deadline for submitting all application materials to the Office of Human Resources is **September 19, 2019 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY**  
**WORK EXPERIENCE VERIFICATION:**

**Meeting Minimum Requirements:** For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

**Salary Calculation:** For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

**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 check.

This employer participates in E-Verify.