



INTENT TO EMPLOY

Posting Date: July 1, 2020

Closing Date: July 22, 2020

POSITION: Dual Enrollment Specialist

POSITION AVAILABLE: August 2020

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution
- Full-time work experience in an educational setting
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS:

- Teaching experience at the secondary or post-secondary level

DUTIES AND RESPONSIBILITIES

- Assist with admission and registration of dual enrollment students
- Provide follow-up communication, advisement, and support of dual enrollment students
- Communicate appropriate scholarships or other funding sources for students to Business Office for posting to students' accounts
- Coordinate collection and distribution of textbooks for dual enrollment students
- Assist with parent sessions, counselor training presentations, and high school presentations
- Assist in creation of dual enrollment recruiting and orientation materials
- Maintain/update the Dual Enrollment Process Manual
- Collect and maintain Dual Enrollment documentation and data
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees
- Actively participate on division/college committees, teams and task forces,
- Participate in professional development, compliance, and other training activities as required
- Perform other duties as assigned by supervisor

SALARY SCHEDULE PLACEMENT: Range of \$40,973-\$55,830, based upon the Alabama Community College System Salary Schedule E3-3 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 the application packet.

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or 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 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 this position. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

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

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 **July 22, 2020 at 5:00 p.m.** Incomplete or late application packets will not be accepted and 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.