![Shelton State Community College logo]

POSITION: Health Services Specialist

POSITION AVAILABLE: February 2021

REQUIRED QUALIFICATIONS:
- Bachelor's Degree from a regionally accredited institution
- Three (3) or more years of full-time experience in a health or educational clerical, secretarial, or office administration position
- Demonstrated competence with the Windows operating system and commonly used application software (Microsoft Office, Excel, etc.)

PREFERRED QUALIFICATIONS:
- Microsoft Office Specialist (MOS) credential
- Experience using Banner
- Work experience in a college/university setting
- Work experience in a health services environment

SALARY SCHEDULE PLACEMENT: Range of $40,973-$55,830, based upon the Alabama Community College System and Shelton State Community College 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.

DUTIES AND RESPONSIBILITIES
- Provide administrative support to the Associate Dean of Health Services and the Director of Nursing Programs
- Coordinate and organize the admissions process of health program students
- Perform advanced clerical skills to include:
    - Using a microcomputer and recent edition of common office application software
    - Creating and maintaining databases
    - Organizing and presenting information in tables, charts, spreadsheets, etc.
    - Using the institution's administrative software to perform functions in building and maintaining class schedules and student records
    - Proofreading drafts and correcting grammar, syntax, spelling, and punctuating correspondence and documents
    - Preparing final documents from rough draft or plain copy
    - Preparing accurate reports from varied information
    - Recording minutes of meetings and maintaining appropriate files
    - Organizing and maintaining office files
    - Using other standard office equipment such as a fax machine, telephone, copier, scanner, etc.
- Demonstrate effective people skills, communication skills, and work ethics such as:
    - Communicating verbally and in writing to answer inquiries and provide information
    - Making oral presentations on job-related topics to small work groups
    - Interfacing with external clinical agencies
    - Establishing and maintaining positive working relationships with other administrative, faculty,

and staff personnel
- Understand and follow advanced written and verbal instructions including, but not limited to:
  - Assimilating knowledge of Alabama Community College System Board of Trustees policies and procedures
  - Assimilating knowledge of institutional policies and procedures
  - Independently following departmental guidelines and procedures
- Participate in annual planning and evaluation sessions in support of the College's vision, mission, and institutional goals and objectives
- Participate in college events and functions
- Participate on division/college committees, teams, and task forces
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence and training activities as required
- Perform other duties as assigned by supervisor

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 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 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 **February 3, 2021 at 5:00 p.m.** Incomplete or late application packets will not be accepted and eliminate the possibility of an interview.

Meeting Minimum Requirements: If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position.   Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement.   Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

Salary Calculation: For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule.   Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position.   The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

Format for Work Experience Verifications: Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week.   The letters should be on official letterhead and contain an authorized personnel signature.   The College's official employment verification form is also acceptable and is available upon request.   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.   However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

Deadline for Producing Work Experience Verification: With limited exception, work experience verification documentation <u>must be produced prior to any official offer of employment</u>.   Work experience verification from a current employer may, upon request, be delayed until an official offer of employment.   Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

It is the applicant's sole responsibility to provide this verification of work experience.   The College is not responsible for any cost associated with such verifications.

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 <u>will</u> be responsible for the cost of the criminal background check.

This employer participates in E-Verify.