



INTENT TO EMPLOY

Posting Date: January 13, 2021

Closing Date: February 3, 2021

POSITION: Library Support Specialist

POSITION AVAILABLE: February 2021

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from a regionally accredited institution
- Three (3) years of related work experience
- Demonstrated knowledge of preservation, maintenance, and presentation of physical digital historic materials

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

- Assist with public service aspects of the library on any campus or instructional site of the College as needed
- Communicate and provide assistance to library patrons in person and through phone and email
- Serve as the primary contact for the College archives
- Manage the College archives through the following:
 - a. Maintain and update physical and digital collection
 - b. Ensure safety of materials and collection development
 - c. Organize materials and maintain proper storage
 - d. Provide items for displays and publications
 - e. Supervise all processing, preparation, and repair of archive items
- Develop necessary documentation, training, and guides to assist individuals with the use and maintenance of the archives
- Support librarian-led projects through shelving, shifting, weeding, and data maintenance
- Demonstrate effective communication skills, customer service skills, and work ethic
- Participate in institutional and departmental planning and assessment processes
- 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
- Keep abreast of current trends and new professional techniques in the field of archiving
- 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.

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 minimum 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.

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

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 must be produced prior to any official offer of employment. 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 will be responsible for the cost of the criminal background check.

This employer participates in E-Verify.