POSITION: Events Assistant – 2 positions (Part-time)

DESCRIPTION OF DUTIES: The Events Assistant is responsible for supporting the Events Management Department. The Events Assistant is also responsible for performing general office work including typing, filing, copying, and answering the telephone.

REQUIRED QUALIFICATIONS: High school Diploma or GED required. Experience with event set up required.

SALARY: This is a non-tenure track part-time hourly position at a rate to be determined by the President. This position is 19 hours or less per week without benefits.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at www.sheltonstate.edu or by contacting the Human Resources Office at 205.391.2272 or nfranks@sheltonstate.edu. Application materials must be mailed or hand delivered to the Human Resources Office. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resources Office by the application deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. The College will not provide copies of application packets. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

The deadline for submitting all application materials is September 24, 2015 at 5:00 p.m. Incomplete or late application packets will eliminate the possibility of an interview.

A completed application packet consists of:

- A signed SSCC employment application. Electronic signature will not be accepted.
- A current resume
- Copy of high school diploma or GED certificate

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and a $17.40 fee will be deducted from the first payroll an employee receives for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Shelton State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirm an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

It is the policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person shall, on the grounds of race, color, disability, sex, 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. Each institution will make reasonable accommodations for qualified disabled applicants or employees.