POSITION: READY TO WORK TRAINER -PART-TIME (2 POSITIONS)

DESCRIPTION OF DUTIES: The Ready to Work Trainer will train pre-employment classes and other pre-employment related programs for Workforce Development. This position requires advanced communication and customer services skills and ability to motivate adult learners. This position may require day, evening and weekend assignments, as well as working at off-campus sites.

REQUIRED QUALIFICATIONS: Minimum of one (1) year of teaching and/or training experience required.

PREFERRED QUALIFICATIONS: Bachelor’s Degree in Education or a related field preferred. Experience in business or industry preferred.

SALARY: This is a non-tenure track part-time hourly position at the rate of $25/hr and nineteen (19) hours or less per week without benefits. Continuation of employment will be contingent upon availability of state and/or federal funding.

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 nffranks@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 June 11, 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
- Copies of all relevant postsecondary transcripts (Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Required Qualifications” section. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.)

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.