POSITION: Recruiter

DESCRIPTION OF DUTIES: The Recruiter will travel weekly in the college service area to recruit and market Shelton State Community College to high school students, non-traditional students, community leaders, and business organizations. The Recruiter will serve as the liaison between Shelton State and the service area. In addition, the recruiter will help organize and plan events associated with recruiting students to attend Shelton State Community College.

REQUIRED QUALIFICATIONS: Bachelor’s degree in education, marketing, communication or related field required. Effective human relations skills; professionalism, enthusiasm and commitment to education required. Effective oral and written communication skills required. Experience as an admissions counselor/advisor/recruiter in an educational setting required.

PREFERRED QUALIFICATIONS: Master’s degree in education, marketing, communication or related field preferred. Knowledge of Shelton State Community College and the Alabama Community College System preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E3, Grade 3, Range $36,958-$50,360.

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 cover letter of application relevant to the position.
✓ A signed SSCC employment application. Electronic signature will not be accepted.
✓ A current resume
✓ Copy of relevant transcripts

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.