POSITION: **Truck Driver Training Specialist (3 positions)**

**DESCRIPTION OF DUTIES:** The Truck Driver Training Specialist is responsible for assisting with truck driving classes related to the College’s Truck Driving Program. Duties will include pedagogical assistance in the development and implementation of the truck driving curriculum and other related responsibilities.

**REQUIRED QUALIFICATIONS:** High School diploma or GED required. Minimum of 5 years documented full-time truck driving experience required. Must have a current Class A CDL license with required endorsements, updated health card and MVR required.

**PREFERRED QUALIFICATIONS:** Associate Degree or certificate of training in a technical program preferred. Specialized course work in curriculum development that is equivalent to a junior or technical college program preferred. Post –Secondary teaching experience preferred. Knowledge of MicroSoft Office suite preferred.

**SALARY:** Commensurate with experience and education to be compensated on the Alabama Department of Postsecondary Education Salary Schedule E2, Grade 2, Range $41,420-$54,821.

**APPLICATION PROCEDURE:** Shelton State Community College employment announcements and applications are available at [www.sheltonstate.edu](http://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 28, 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 high school diploma or GED certificate
- Copy of CDL license
- Copy of health card
- Copy of MVR
- Copy of transcript (if applicable)

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.