POSITION:    Associate Dean of Academic Services

POSITION AVAILABLE:    April 2016

REQUIRED QUALIFICATIONS: Master’s degree from a regionally accredited institution required. Excellent communication skills, both written and verbal, required. A minimum of three years full-time teaching experience at the collegiate level required.

PREFERRED QUALIFICATIONS: Administrative experience with supervision of academic programs preferred. Experience in a community college environment preferred.

SALARY: Commensurate with experience and education to be compensated on the Alabama State Board of Education Salary Schedule C1, Range $72,356-$103,788.

DESCRIPTION OF DUTIES: The Associate Dean for Academic Services, hereafter referred to as Associate Dean, is responsible for the overall operation of the academic division’s instructional and instructional support units. The Associate Dean is a key participant in the College’s strategic planning efforts. Working in cooperation with the President and other college leaders, the Associate Dean provides leadership and supervision in the planning, development, implementation, and evaluation of the academic division’s instructional and instructional support units. Within the academic division, the Associate Dean is responsible for the maintenance, improvement, quality, and transformation of instruction and instructional support services, for implementing the academic division’s instructional plan, and for advising on budget matters concerning the academic division.

APPLICATION PROCEDURE: The application packet becomes the property of SSCC and no copies will be provided after submission, nor will previous application files be transferred for consideration. Applicants must meet eligibility requirements to work in the US at the time of appointment and must travel at their own expense. Shelton State Community College employment announcements and applications are available at: www.sheltonstate.edu or by contacting Human Resources at 205.391.2272 or hr@sheltonstate.edu.

Completed application packets must be mailed or hand delivered to: (faxed or emailed applications will not be accepted)

The Office of Human Resources/Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

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 all relevant transcripts identifying the applicant, institution, and date degree conferred.
- Employment verification letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature. If an employment verification cannot be obtained, i.e. business is no longer in operation, an applicant may submit copies of appointment letters or contracts or pay stubs or W-2 forms to verify a minimum of three (3) years’ experience. Work experience verification from current employer may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document.

APPLICATION DEADLINE: The deadline for submitting all application materials to Human Resources is March 7, 2016 at 5:00 p.m.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) 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.

Shelton State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary institutions under the control of the Alabama Community College Board of Trustees, 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. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.