POSITION: Director of Human Resources

POSITION AVAILABLE: September 2016

REQUIRED QUALIFICATIONS:
- Master’s degree in related field from a regionally accredited institution
- Experience with policy and procedure development
- Minimum of five (5) years’ experience in management position
- Experience in Human Resources
- Demonstrate competence in computer applications such as Microsoft Office Suite programs

PREFERRED QUALIFICATIONS:
- Minimum of five (5) years full-time experience in a two-year college setting

SALARY SCHEDULE PLACEMENT: Range of $75,250 - $107,940, based upon the Alabama Community College System Salary Schedule C-1 to be determined by the applicant’s education and years of applicable experience.

SUMMARY FUNCTION STATEMENTS: The Director is responsible to the President for the Human Resources and Payroll functions of the College. The Director is responsible for personnel assigned to the Human Resources/Payroll offices and oversees a monthly payroll in excess of $1.8M for over 700 employees. The Director is responsible for the day-to-day operations of the Human Resources and Payroll offices and the overall management and efficiency of all personnel and payroll functions.

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of the following:
- A signed cover letter of application relevant to the position
- A signed SSCC employment application
- A current resume
- A copy of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.
- Employment verification letter(s) detailing all relevant experience. 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, an applicant may submit copies of appointment letters, contracts, pay stubs, or W-2 forms. Work experience verification from current employer may be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.
Application materials may be mailed, emailed, or hand delivered to the following:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is September 9, 2016 at 5:00 p.m. Incomplete or late application packets will not be accepted and eliminate the possibility of an interview.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:
Shelton State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.