POSITION: Instructor, Music/Voice

POSITION AVAILABLE: August 2016

REQUIRED QUALIFICATIONS:
- Master’s degree in music from a regionally accredited institution with a minimum of eighteen (18) graduate semester hours in music and voice
- Teaching experience in private voice at the high school or college level
- Teaching and performing experience with all vocal styles including musical theatre repertoire from traditional to contemporary styles
- Piano skills adequate to accompany first year college repertoire
- Course work, experience, and/or other evidence of ability to teach all levels of instruction in applied voice, class voice, and music appreciation
- Demonstrated excellence in oral and written communication skills

PREFERRED QUALIFICATIONS:
- Doctorate degree

SALARY SCHEDULE PLACEMENT: Range of $34,414 - $74,454, based upon the Alabama Community College System Salary Schedule D-1 to be determined by the applicant’s education and years of applicable experience. This is a nine-month position with summer teaching availability dependent upon enrollment.

SUMMARY FUNCTION STATEMENT: The Music/Voice Instructor advises students, provides quality classroom instruction, and maintains required scholastic records. The instructor participates fully in institutional planning and assessment processes, management of the departmental curriculum, course scheduling, and department budget. The instructor seeks continuous improvement of the Music curriculum, instruction, and use of resources.

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at www.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:
- A signed cover letter of application relevant to the position.
- A signed SSCC employment application.
- A current resume.
- Copy of all relevant transcripts identifying the applicant, institution, and date degree conferred.
- 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 must be mailed or hand delivered to:

Office of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405

No faxed applications will be accepted.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is August 5, 2016 at 5:00 p.m. Incomplete or late application packets will 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.