POSITION: Lab Assistant for Instructional Programs (Technical or Academic)

REQUIRED QUALIFICATIONS:
- Documented training or work experience in the assigned program
- Experience with safety equipment and procedures in the assigned program

SALARY: This is a part-time position (19 hours or less per week). The hourly rate is to be determined by the Dean of Instruction and Workforce.

APPLICATION PROCEDURE: 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 SSCC employment application
- A current resume
- All official postsecondary transcripts identifying the applicant, institution, and date degree conferred must be included. Official electronic transcripts may be emailed from the issuing institution to hr@sheltonstate.edu. Personal, student, or internet copies of transcripts provided by applicant will not be accepted.

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: Complete application files will be accepted by the Office of Human Resources on a continuous basis and remain active for one year for available positions. Incomplete application packets will eliminate the possibility of a position opportunity.
EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:
Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, 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.

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

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.

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

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.