POSITION: Ready to Work Trainer (Part-time)

POSITION AVAILABLE: March 2016

REQUIRED QUALIFICATIONS: Minimum of one (1) year of teaching and/or training experience required

PREFERRED QUALIFICATIONS: Bachelor’s Degree in Education or a related field preferred. Experience in business or industry preferred. Computer skills preferred.

SALARY: This is a non-tenure track position at the rate of $25.00 per hour and nineteen (19) hours or less per week without benefits.

DESCRIPTION OF DUTIES: The Ready to Work Trainer will train pre-employment classes and other pre-employment related programs for Workforce Development. This position requires advanced communication and customer services skills and ability to motivate adult learners. This position may require day, evening and weekend assignments, as well as working at off-campus sites.

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 U.S. 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 be 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 relevant transcripts identifying the applicant, institution, and degree conferred.

APPLICATION DEADLINE: The deadline for submitting all application materials to Human Resources is March 9, 2016 at 5:00 p.m. and is the sole responsibility of the applicant. Incomplete or late application packets will eliminate the possibility of an interview.

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.