POSITION: Professional Staff Employee (Part-time)

QUALIFICATIONS:

- Professional Staff Employees without instructional duties must possess a Bachelor’s degree from a regionally accredited institution in a field related to the assigned duties. A Master’s degree is preferred.

- Professional Staff Employees with instructional duties must meet the following academic criteria:
  - For academic teaching fields (i.e., math, history, biology, etc.) a Master’s degree with eighteen (18) graduate semester hours from a regionally accredited institution in the teaching field.
  - For technical teaching fields (i.e., drafting, computer numerical control, industrial electricity, etc.) an Associate degree from a regionally accredited institution, a major in the assigned teaching area, and three years of successful full-time experience as a practitioner in the technical field.
  - For occupational teaching fields (i.e., carpentry, auto body repair, automotive technology, welding, etc.) an Associate degree or equivalent from a regionally accredited institution. An equivalent with at least sixty (60) semester hours in a planned program including an associate degree core, specialized coursework equivalent to the community college program, and a minimum of three (3) years of successful full-time experience as a practitioner in the occupational field. Possess valid and current certifications or licenses that may be required in teaching field (e.g., Nursing, Cosmetology, Electrical Technology, Accounting, Automotive Technology, etc.) required.
  - Demonstrate effective written communication skills required.
  - Minimum of five to ten (5-10) years of full-time experience in a field related to the assigned duties and/or instructional area is required.
  - Demonstrated competence in computer applications (Windows, Microsoft Office, etc.) required.
  - Full-time experience in a two-year college setting preferred.

ESSENTIAL JOB FUNCTIONS:

- Provide professional staff support to other full-time administrative and professional staff as needed.
- Perform instructional duties if qualified and as needed.
- Demonstrate a high level of knowledge and understanding of assigned duties.
- Quickly assimilate current knowledge of State Board and College policies and procedures.
- Handle special projects and assignments.
- Assist in the preparation of documents, reports, and correspondence for review and approval by supervisor.
- Organize assigned workload to meet deadlines.
- Demonstrate proficiency with the Windows operating system and commonly used application software such as Microsoft Office.
- Demonstrate effective people skills, communication skills, and work ethic (i.e., preparation and punctuality).
- Demonstrate an understanding of and commitment to the mission and goals of the community college.
- Perform additional essential job functions that are unique to the specific department, office, or position assigned.

Additional essential job functions for Professional Staff Employees with instructional duties are:

- Deliver each class to ensure an effective learning experience.
- Submit to the Division Chair a course plan for each course taught.
- Maintain a high level of competence and expertise in the teaching field or subject area.
- Incorporate current teaching techniques, subject area developments, and current technology (if applicable) into the learning experience.
- Provide classroom instruction in accordance with approved course outlines.
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
- Provide for effective evaluation of the learning experience of each student.
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.

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• Prepare and grade assignments, projects, and examinations as required
• Perform additional essential job functions that are **unique** to the instructor position and/or teaching field

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Quickly acquire proficiency with the College’s e-mail system and database (if required).
2. Organize and present information in tables, charts, spreadsheets, etc., as required
3. Demonstrate effective oral and written communication skills
4. Demonstrate effective interpersonal and customer service skills
5. Assist with walk-in customers as needed
6. Demonstrate the highest standards of confidentiality, ethics, loyalty, honesty, and integrity.
7. Establish and maintain positive working relationships with other administrative, faculty, and staff personnel.
8. Perform other duties as assigned by the immediate supervisor

**Additional duties and responsibilities for Professional Staff Employees with instructional duties are:**

9. Demonstrate commitment to:
   • Student learning outcomes and assessment and improvement of student learning
   • student retention and success
   • challenging and cultivating student achievement beyond the classroom
   • supporting a diverse population of learners
   • working in a participatory and collegial setting
   • supporting continuous improvement of curricula and services
10. Use technology and other innovative approaches to enhance the teaching/learning process
11. Post and maintain student hours in accordance with prevailing policy

**SALARY:** Part-time Local (L) salary schedule (19 hours per week with no benefits)

**APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon the operational needs of the College.
2. A complete file consists of:
   • SSCC employment application
   • Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
   • All college transcripts [Note: Applicants should submit ONLY those transcripts from institutions where degrees were awarded (bachelors degree or higher) and where additional graduate course work was completed but no degree awarded]
   • Three letters of reference from persons other than those listed on the application.

**NOTE:** Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration.

3. Application forms are available from and should be returned to:
   Director of Human Resources  
   Shelton State Community College  
   9500 Old Greensboro Road  
   Tuscaloosa, AL 35405  
   Website: sheltonstate.edu

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expenses. If you have a disability and may require accommodations, please notify us at (205) 391-2272.

**SHELTON STATE COMMUNITY COLLEGE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.**

Shelton State Community College is an equal opportunity employer. It is the official policy of The Alabama Department of Postsecondary Education, 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. The College reserves the right to withdraw this job announcement at any time prior to awarding.