



# SHELTON STATE

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## COMMUNITY COLLEGE

**POSITION ANNOUNCEMENT**  
CONTINUOUS POSTING

**POSITION:** Wellness/Fitness Generalist Part-time

**REQUIRED QUALIFICATIONS:** Master's degree from a regionally accredited institution in Human Performance, Exercise Science or a closely related field is required.

**PREFERRED QUALIFICATIONS:** Full or part – time teaching or teaching experience at the college level is preferred.

**SALARY:** \$18.00 per hour for a maximum of 19 hours per week

**DESCRIPTION OF DUTIES:** The Wellness/Fitness Generalist is responsible for teaching physical education classes and health classes at any of the Shelton State Community College instructional sites as assigned by the Wellness Director. The Generalist is responsible for assisting with the development and implementation of the physical education/wellness curriculum, community outreach of the Wellness Center, and other related responsibilities. This is a part-time, hourly position with a maximum of 19 hours per week.

**APPLICATION PROCEDURE:** Shelton State Community College employment announcements and applications are available at [www.sheltonstate.edu](http://www.sheltonstate.edu) or by contacting the Human Resources Office at 205.391.2272 or [nfranks@sheltonstate.edu](mailto:nfranks@sheltonstate.edu). Application materials must be mailed or hand delivered. No faxed or emailed applications will be accepted. The submission of all required application materials to the Human Resource Office by the application 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.

**Complete application files will be accepted by the Human Resources Office  
on a continuous basis and remain active for a year for available positions.  
Incomplete application packets will eliminate the possibility of a position opportunity.**

**A completed application packet consists of:**

- ✓ A signed SSCC employment application. Electronic signatures will not be accepted.
- ✓ A current resume
- ✓ All official postsecondary transcripts must be furnished. Official electronic transcript may be emailed from the issuing institution to [nfranks@sheltonstate.edu](mailto:nfranks@sheltonstate.edu). Personal, student, or internet copies provided by applicant of transcripts will not be accepted.

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.