

**INTENT TO EMPLOY**

Posting Date: February 14, 2018

Closing Date: February 28, 2018

POSITION: Workforce Development Specialist (One or more positions)

POSITION AVAILABLE: March 2018

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- One (1) year teaching and/or training experience
- Effective written and oral communication skills
- Valid driver's license

PREFERRED QUALIFICATIONS

- Degree in education or workforce training
- Experience in business or industry
- Experience with WorkKeys and TABE testing

SALARY SCHEDULE PLACEMENT: Range of \$38,436-\$52,374, based upon the Alabama Community College System Salary Schedule E3-3 and contingent on grant funding with no expectation of continued employment.

JOB DUTIES AND RESPONSIBILITIES:

- Teach pre-employment training courses using instructional methods geared toward the adult learner in a classroom setting. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students for the workforce
- Teach the Ready to Work curriculum and prepare students for the WorkKeys test
- Plan and prepare relevant and practical class lessons and monitor student performance
- Administer TABE and WorkKeys tests
- Complete and maintain appropriate student registration, attendance, and assessment records, and ensure timely submission of data for reporting purposes
- Work a flexible schedule to include day, evening, and weekend assignments
- Maintain a high level of competence and expertise in the area of Adult Education
- Incorporate current teaching techniques, subject area developments, and current technology into the Adult Education program design
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student
- Submit timely and accurate Adult Education National Reporting System (NRS) records
- Attend and represent Shelton State at related outreach events, utilizing the Mobile Workforce Unit and software
- Implement a variety of instructional delivery methods including group, individualized, and computer-based instruction
- Create a climate that encourages and supports learning
- Assist students with educational and career decisions
- Participate in the College's recruiting program

- Demonstrate strong interpersonal skills: the ability to communicate well, both verbally and in writing, to resolve problems, and to understand the needs and desires of other people
- Utilize basic computer programs for communications and maintaining curriculum and student data
- Prepare student manuals for a variety of short term courses
- Prepare and organize classrooms and equipment
- Maintain a curriculum database
- Develop and maintain an assessment database
- Participate in department and division staff meetings and staff training sessions
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, and other training activities as required
- Perform other duties as assigned by supervisor

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 cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position
- ✓ A signed SSCC employment application
- ✓ A current resume
- ✓ A copy of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.
- ✓ 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.
- ✓ A copy of valid driver's license

Application materials must be mailed, emailed, or hand delivered to:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

No faxed or emailed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **February 28, 2018 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 official policy of the Alabama Community College System, that no person in Alabama shall, on the grounds of race, color, disability, 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.

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.