



# SHELTON STATE

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## COMMUNITY COLLEGE

**INTENT TO EMPLOY**  
CONTINUOUS POSTING  
Revised 7.2018

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

**REQUIRED QUALIFICATIONS:**

- High School Diploma or GED
- Documented training or work experience in the assigned program
- Experience with safety equipment and procedures in the assigned program

**PREFERRED QUALIFICATIONS:**

- Associates Degree or higher with coursework in the field of the assigned program
- One (1) year of work experience in a laboratory setting

**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.

**APPLICATION PROCEDURE:** Shelton State Community College employment announcements and applications are available at [sheltonstate.edu](http://sheltonstate.edu) or by contacting the Office of Human Resources at 205.391.2272 or [hr@sheltonstate.edu](mailto: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
- ✓ Official postsecondary transcript(s) identifying the applicant, institution, and verifying the date and degree(s) earned must be included. Official electronic transcripts may be emailed from the issuing institution to [hr@sheltonstate.edu](mailto: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](mailto: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 consideration for 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, that no person 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.