



SHELTON STATE

COMMUNITY COLLEGE

INTENT TO EMPLOY
CONTINUOUS POSTING
Revised 2.28.2019

POSITION: Seasonal Athletic Support Staff (Part-time)

REQUIRED QUALIFICATIONS:

- Minimum of High School Diploma or GED

PREFERRED QUALIFICATIONS:

- Experience with athletic events
- College coursework

SALARY SCHEDULE PLACEMENT: Local salary schedule

JOB DUTIES AND RESPONSIBILITIES:

- Perform athletic support tasks as needed
- Utilize appropriate technology as needed for job functions
- Establish and maintain positive working relationships with other administrative, faculty, and staff personnel
- Provide quality customer service to athletic participants and audience
- Maintain confidentiality of information
- Perform other duties as assigned by the 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 is the sole responsibility of the applicant. No previous application files will be transferred for consideration of his 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 hand signed SSCC employment application
- ✓ A copy of high school diploma, high school transcript, or GED certificate

Application materials must be mailed or hand delivered to:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
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 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 will be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.