



SHELTON STATE

COMMUNITY COLLEGE

INTENT TO EMPLOY
CONTINUOUS POSTING
Posted 4.2.2019

POSITION: Temporary Camp/Workshop Instructors (Academic and Workforce)

DESCRIPTION OF DUTIES: Shelton State Community College is continuously accepting applications for temporary instructors to work in various academic and workforce related camps and workshops conducted by the College throughout the year. Instructors are responsible for creating a dynamic, engaging experience for students and fostering a fun and safe learning environment. The types of camps and workshops put on throughout the year, include, but are not limited to, the following:

- ACT Preparation
- LEGO Engineering
- STEM (Science, Technology, Engineering, and Math) Academy
- BEST (Boosting Engineering, Science, and Technology) Robotics
- Culinary
- Cosmetology
- Theatre

REQUIRED QUALIFICATIONS:

- High School Diploma or GED for culinary and theatre camps
- Associate's Degree or higher from a regionally accredited institution for cosmetology
- Bachelor's Degree or higher from a regionally accredited institution for ACT preparation, Lego Engineering, STEM Academy, and BEST Robotics
- Training or work experience in the assigned program
- Possess valid and current certification or licenses that may be required in the teaching field

PREFERRED QUALIFICATIONS:

- Experience working with and teaching K-12 students

SALARY: Dependent upon the type of training and related skills, certifications, licenses, and the specialized business and industry expertise for the contracted services. The rate will be determined by the applicable dean.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources Office 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 the following:

- ✓ A hand signed SSCC employment application
- ✓ A current resume
- ✓ A copy of all related credentials, as applicable to the field, that demonstrate the required educational qualifications must be included and must identify the applicant, institution, degree, and date conferred.

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

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.