



**POSITION: Part-time Adult Education Instructors and Part-time Adult Education Instructors – ESL
(English as a Second Language)**

REQUIRED AND PREFERRED QUALIFICATIONS:

- For the traditional Adult Education Instructor position you must have a minimum of a bachelor's degree from an accredited institution and one year of teaching experience (either full-time or part-time).
- For the Adult Education Instructor – ESL (English as a Second Language) position you must have a minimum of a bachelor's degree from an accredited institution and one year of English as a Second Language (ESL) teaching experience (either full-time or part-time).

SALARY: \$22.88 per hour – 19 hours or less per week. This is a grant funded position.

DESCRIPTION OF DUTIES:

Part-time Adult Education Instructor:

The Adult Education (AE) Instructor must be knowledgeable in Adult Education instructional methods, techniques, and technology. The Instructor must be knowledgeable in the content and application of policies and procedures of the AE Program, Shelton State Community College, and the Alabama Community College System. The Instructor will serve at the direction of the AE Program.

Part-time Adult Education Instructor – ESL (English as a Second Language):

The Adult Education (AE) Instructor must be knowledgeable in Adult Education and English as a Second Language (ESL) instructional methods, techniques, and technology. The Instructor must be knowledgeable in the content and application of policies and procedures of the AE Program, Shelton State Community College, and the Alabama Community College System. The Instructor will serve at the direction of the AE Program.

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at 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 the following:

- ✓ 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 hand signed SSCC employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of postsecondary transcript(s) that demonstrate the required educational qualifications. This documentation must identify the applicant, institution, degree, and date conferred. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

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 application materials 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 a 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 policy of the Alabama Community College System, that no person shall, on the basis 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.