



## **INTENT TO EMPLOY**

Posting Date: August 4, 2021

Closing Date: September 7, 2021

**Revised Date: August 17, 2021**

**POSITION:** Instructor, Electrical Technology/Industrial Electronics Technology/Industrial Maintenance (ELT/ILT/INT) **(One or more positions)**

**POSITION AVAILABLE:** September 2021

### **REQUIRED QUALIFICATIONS:**

- Associate Degree or equivalent in electrical technology/industrial electronics technology/industrial maintenance from an accredited institution
- Three (3) years of successful full-time experience as a practitioner in the electrical, industrial electronics technology, or industrial maintenance field

### **PREFERRED QUALIFICATIONS**

- Master Electrician Card or Journeyman Electrician Card
- Teaching experience
- Experience using word processing and presentation software
- Experience programming and maintaining PLC Systems in a manufacturing environment

**SALARY SCHEDULE PLACEMENT:** Range of \$38,916 - \$84,194, based upon the Alabama Community College System and Shelton State Community College Salary Schedule D-1 to be determined by the applicant's education and years of applicable experience. This is a nine-month position with summer teaching availability dependent upon enrollment. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Demonstrate an understanding of and commitment to the mission and goals of the community college as well as the Electrical Technology/Industrial Electronics Technology/Industrial Maintenance Department
- Demonstrate and maintain a high level of competence and expertise in the teaching field and subject area
- Teach courses as assigned by the Division Chair, and design and deliver each course ensuring an effective learning experience
- Submit to the Division Chair a course plan for each course taught in accordance with college guidelines
- Provide instruction for ELT/ILT/INT courses in the day, evening, weekend, or online on any Shelton State campus or instructional site
- Implement effective and comprehensive use of current technology in all instructional areas
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines

- Participate in annual planning and evaluation sessions in support of the College's vision, mission, and institutional goals and objectives
- Demonstrate effective people skills, communication skills, and work ethic
- Participate in recruiting for Electrical Technology/Industrial Electronics Technology/Industrial Maintenance Department
- Assist the Division Chair with developing and managing the departmental budget and class schedule in support of institutional goals and mission
- Demonstrate ability to use the computer effectively for word processing, electronic communication, maintaining online instructional resources, and for appropriate computer applications in the teaching discipline
- Seek continuous improvement of the program curricula, instruction, and resources
- Participate in college events and functions
- Provide instruction and leadership in the areas of safety, applicable codes and standards, power tools, hand tools, control devices, maintenance methods and installation methods
- Advise students regarding academic course offerings, job placement opportunities, program completion and progression
- Prepare coursework, grade assignments, projects, and examinations as required
- Operate specific lab equipment as required for appropriate demonstrations
- Post and maintain regular office hours in accordance with prevailing policy
- Participate in faculty meetings, division/department meetings, and discussions about curricula, teaching-learning techniques, teaching materials, and other instructional related activities
- Demonstrate commitment to:
  - student retention and success
  - challenging and cultivating student achievement beyond the classroom
  - supporting a diverse population of learners
  - working a participatory and collegial setting
  - supporting continuous improvement of curricula and services
  - participation in professional growth activities relative to subject area
- Actively coordinate and implement co-op and apprenticeship programs
- Determine and order materials needed for class labs in a timely manner
- Coordinate specialized training courses as needed to meet local industry needs
- Comply with policies of the Alabama Community College System and the College
- Participate on division/college committees, teams, and task forces
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

**APPLICATION PROCEDURES:** 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 for all in-person interviews.

**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 hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ Copies of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned that demonstrate that the applicant meets the educational requirements for the position. If employed, official transcripts must be received in the Office of Human Resources prior to the employment start date.

**Application materials must be mailed, emailed, 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. 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 **September 7, 2021, at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY  
WORK EXPERIENCE VERIFICATION:**

**Meeting Minimum Requirements:** If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position. Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement. Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

**Salary Calculation:** For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule. Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position. The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

**Format for Work Experience Verifications:** Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week. The letters should be on official letterhead and contain an authorized personnel signature. The College's official employment verification form is also acceptable and is available upon request. If an employment verification cannot be obtained due to a legitimate

reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

**Deadline for Producing Work Experience Verification:** With limited exception, work experience verification documentation must be produced prior to any official offer of employment. Work experience verification from a current employer may, upon request, be delayed until an official offer of employment. Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

**It is the applicant's sole responsibility to provide this verification of work experience. The College is not responsible for any cost associated with such verifications.**

**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 check.

This employer participates in E-Verify.