



**Snead State Community College Intent to Employ  
Part-Time Clerical Support/ Lab Assistants/Program Coordinator  
PART-TIME ONGOING**

<b>Minimum Qualifications</b>	<p>1. <b><u>Required-</u></b> High School diploma or higher.</p>
<b>Essential Functions</b>	<ul style="list-style-type: none"> <li>• Perform duties unique to the assigned department, office, or position.</li> <li>• Organize assigned work load.</li> <li>• Follow departmental guidelines and procedures.</li> <li>• Maintain confidentiality of information.</li> <li>• Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.</li> <li>• Foster a customer service environment for fellow employees, students, and visitors. Be an Ambassador for the College. Support the college’s initiative to maximize retention of current students and enable students to finish their collegiate goals.</li> <li>• Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor’s Office, and the College.</li> <li>• Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, Parson Days, etc.)</li> <li>• Assume other work related responsibilities as assigned by the appropriately assigned College administrator.</li> </ul>
<b>Salary</b>	<p>Based on Alabama Community College System Board of Trustees Local Salary Schedule starting at \$10.50 per hour, up to 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).</p>
<b>Application Procedures</b>	<p>A <b><u>complete</u></b> application packet consists of:</p> <ol style="list-style-type: none"> <li>1. A <u>signed</u> SSCC employment application</li> <li>2. Current resume</li> <li>3. Transcripts verifying required degree/certification (unofficial copies will be accepted before the deadline but official transcripts from all colleges must be on file prior to employment). Transcripts must include <u>conferred or awarded date</u>.</li> <li>4. Submit application packets to:</li> </ol> <p style="text-align: center;">Snead State Community College Office of Human Resources P. O. Box 734 Boaz, Alabama 35957-0734 Phone: (256) 840-4113 or 840-4104 <a href="http://www.snead.edu">www.snead.edu</a></p>

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Snead State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement 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.

**Note:** In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Snead State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.