PLEASE READ BEFORE APPLYING FOR A PART-TIME ONGOING POSITION

1. Part-Time Ongoing positions are posted to create an applicant pool for possible openings. Therefore, an employment opportunity may not currently be available.
2. Completed application packets will be accepted by the Office of Human Resources on a continuous basis and remain active for one year. Available positions are contingent upon the needs of the College.
3. Your application packet will be considered incomplete if you do not submit all required documents listed under Application Procedure.
4. Proof of education can be verified by either a copy of a diploma or transcripts.
5. If you are applying for one or more positions, you will need to submit a separate application packet for each position since the application packets may go to different departments.
6. The hours vary for each position. Our office is unaware of the specific hours a department needs for a particular position.

**Materials may be submitted to:**
Snead State Community College
Office of Human Resources
P.O. Box 734
Boaz, AL 35957-0734
(256) 840-4113 or 840-4104

It is the official policy of the Alabama Department of Postsecondary Education and Snead State Community College, including postsecondary institutions under the control of the State Board of Education, 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. 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.

**Note:** In accordance with Alabama Community College System policies 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 receipt of a clearance notification from the criminal background check.

EOE

BELOW ARE THE MOST CURRENT PART TIME ONGOING POSITIONS

Revised October 2014
Position Title: **Clinical Associates- Nursing**

Minimum Qualifications:
1. BSN from a regionally accredited institution is required. MSN preferred.
2. Current unencumbered Alabama RN license.
3. Experience in any of the following areas is preferred: Med/Surg, ICU, Psychiatric, Pediatrics, Obstetrics, and Geriatrics.

Job Functions:
1. Clinical Associate must maintain current clinical skills in all areas assigned.
2. Clinical Associate will contact the clinical coordinator every 2 weeks by email with a clinical update.
3. Maintain contact with course instructor every two weeks for clinical skills check offs.
4. Clinical Associate will be on time for each clinical.
5. Remain with the student on the assigned clinical unit.
6. Clinical Associate must supervise the students in the clinical setting for the required hours.
7. Adjunct and students are expected to attend each clinical.
8. Clinical Associate will complete the daily clinical evaluation on each student and review with the student at the mid-term and final evaluation.
9. Turn in clinical evaluations and other required paperwork at the end of the clinical rotation in a timely manner.
10. Perform other work related duties as assigned.

Salary:
Salary is based on 19 hours per week. Hourly rate is $26.85. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

Application Procedure: A **complete** application packet consists of:
1. A **signed** Snead State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Copy of RN License

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Office of Human Resources  
P.O. Box 734  
Boaz, AL 35957-0734  
Phone: (256) 840-4113 or 840-4104
INTENT TO EMPLOY

Position Title: Part-Time Employees

(Including: Clerical Support, Instructional Lab Assistant, Tutor, Maintenance, Custodian, Security, Program Coordinator, Workforce Development, Head/Assistant Coach, Bus Driver)

Minimum Qualifications:
1. Qualifications will vary according to position.

Job Functions:
1. Perform duties unique to the assigned department, office, or position.
2. Organize assigned work load.
3. Follow departmental guidelines and procedures.
5. Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.
6. Perform other work related duties as assigned by the supervisor.

Salary:
Salary is based on 19 hours per week. Salary will be determined by the College. These positions are not eligible for benefits (i.e. insurance, retirement, leave, etc.).

Application Procedure: A complete application packet consists of:

1. A signed Snead State Community College application specific to this position
2. Current resume
3. Proof of education (copy of diploma, certificate or transcripts).

Materials may be submitted to:
Snead State Community College
Office of Human Resources
P.O. Box 734
Boaz, AL 35957-0734
Phone: (256) 840-4113 or 840-4104
INTENT TO EMPLOY

Position Title: TRiO Mentor-Upward Bound/Student Support Services

Minimum Qualifications:
1. Demonstrate qualities of teamwork, leadership, professional conduct and regard for others.
2. Have a positive attitude toward education and learning and must be making progress toward their own degree (good academic standing with the institution).
3. Must be highly energetic.

Job Functions:
1. Serve as a role model for students;
2. Maintain confidentiality of office/student information;
3. Complete necessary evaluation forms;
4. Direct, support and prepare student workshops and activities as needed;
5. Be an information resource to students about college life and responsibilities’;
6. Offer a supportive ear and feedback for students’ questions and concerns;
7. Assist with planning and execution of special events;
8. Report to work on time;
9. Carry out any other duties as assigned by the Director;

Salary:
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

- Student Mentors $7.50/hr.
- Associates degree $9.00/hr.
- Bachelor’s degree $18.00/hr.
- Master’s degree $20.00/hr.
- Doctorate $22.00/hr.

Application Procedure: A complete application packet consists of:
1. A signed Snead State Community College application specific to this position
2. Current resume
3. Proof of education (copy diploma or transcripts).

Materials may be submitted to:
Snead State Community College
Marie Smith, Director, Federal TRiO Programs
P.O. Box 734
Boaz, AL 35957-0734
Phone: (256) 840-4131

INTENT TO EMPLOY
Position Title: TRiO Tutor - Student Support Services/Upward Bound

Minimum Qualifications:
1. Completion of courses in subject area with at least a “B” or acceptable ACT/COMPASS score
2. Maintain a minimum 3.0 cumulative GPA

Job Functions:
1. Provide tutoring assistance to students
2. Provide one-on-one or group tutoring services as required (tutoring schedules may be assigned)
3. Keep regular and accurate records of tutoring sessions using appropriate forms
4. Serve as a mentor to students as needed
5. Report to work on time
6. Maintain confidentiality of office/student information
7. Attend tutor training meetings as required

Salary:
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

- Student Tutors $ 7.50/hr.
- Associate’s degree $ 9.00/hr.
- Bachelor’s degree $18.00/hr.
- Master’s degree $20.00/hr.
- Doctorate $22.00/hr.

Application Procedure:
A complete application packet consists of:
4. A signed Snead State Community College application specific to this position
5. Current resume
6. Proof of education (copy of transcripts or ACT/COMPASS score).

Materials may be submitted to:
Snead State Community College
Marie Smith, Director, Federal TRiO Programs
P.O. Box 734
Boaz, AL 35957-0734
Phone: (256) 840-4131
Position Title: **Upward Bound On-Site Coordinator**

**Minimum Qualifications:**
1. Bachelor’s degree required
2. Must be employed at participating school

**Job Functions:**
1. Actively endorse the Upward Bound Program at participating high school
2. Seek out students who are potential candidates for Upward Bound
3. Update Upward Bound staff on student problems and/or progress
4. Keep regular and accurate records using appropriate report forms
5. Consult high school teachers to plan effective strategies for improving class performance
6. Assist with tutoring when needed
7. Be conscientious and sensitive to the needs of participants
8. Maintain confidentiality of office/student information

**Salary:**
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

- Associate’s degree $9.00/hr.
- Bachelor’s degree $18.00/hr.
- Master’s degree $20.00/hr.
- Doctorate $22.00/hr.

**Application Procedure:** A **complete** application packet consists of:

1. A **signed** Snead State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

**Materials may be submitted to:**
Snead State Community College
Marie Smith, Director, Federal TRiO Programs
P.O. Box 734
Boaz, AL 35957-0734
Phone: (256) 840-4131
Position Title: **Work Study Student**

Participation in the Federal Work-Study program is need-based. To determine eligibility, applicants must complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and have the processed application sent to Snead State (college code 001038). Eligible students can work a maximum of 19 hours per week at a rate of $7.50 per hour. Since positions are limited, each applicant is encouraged to seek a possible location to work on campus as soon applications are submitted. Work-study students will be placed at the McCain Learning Resource Center, with various administrative offices (Student Services, Counseling, Testing, Business Office, etc.), and with the instructional divisions (Arts – Fine & Performing, Business, Humanities, Mathematics, Science, Social Science, and Technology). Following the determination of eligibility and placement, all paperwork must be submitted prior to the start of work.

This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

**Please contact Financial Aid for more information at 256-840-4196.**
Position Title: **TRiO Upward Bound Summer Teaching Positions**

Instructors are needed for the following academic areas: English (composition and literature), Foreign Language, Mathematics (Algebra through Pre Calculus), Computer Science and Laboratory Sciences (Biology through Physics).

Minimum Qualifications:
- Bachelor's degree in secondary education or a closely related field required
- Certification in content area is preferred
- Ability to communicate effectively and to teach several different content levels concurrently

Job Functions:
- Teach high school level classes in a specific discipline with interactive, practical, project-based approach;
- Assess, monitor, and evaluate individual’s academic level;
- Preparation of a lesson plan for each class taught;
- Completion of student final evaluations;
- Keep TRiO Upward Bound staff updated on student problems and/or progress;
- Keep regular and accurate records using appropriate report forms;
- Be conscientious and sensitive to the needs of students;
- Maintain confidentiality of student information;
- Serve as a role model for students;

Salary:
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

- Bachelor’s degree $18.00/hr.
- Master’s degree $20.00/hr.
- Doctorate $22.00/hr.

Application Procedure:
A complete application packet consists of:

4. A **signed** Snead State Community College application specific to this position
5. Current resume
6. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

**Materials may be submitted to:**
Snead State Community College
Marie Smith, Director, Federal TRiO Programs
P.O. Box 734
Boaz, AL 35957-0734
Phone: (256) 840-4131
Position Title: TRiO Upward Bound Summer Program Recreational Positions

Qualifications:

- Bachelor’s degree required

Job Requirements:

- Administer various outdoor and indoor activities, such as volleyball, basketball, dodge ball, kick ball, softball, etc.
- Supervise all activities.
- Reserve facilities as needed.

Job Duties:

- Must submit an outline to the TRiO Upward Bound Programs Director outlining the different activities that will be held before the start date.
- Must provide to the TRiO Upward Bound Programs Director a list of any additional supplies needed for the summer program (resources and supplies will be provided in accordance to program budget and availability).
- Must give their undivided attention to the students at all times.
- Must supervise students during each activity at all times.
- No mingling or doing other activities other than supervising the students during work hours. This is a job, therefore, should be treated as one at all times.

Salary:
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

- Bachelor’s degree $18.00/hr.
- Master’s degree $20.00/hr.

Application Procedure: A complete application packet consists of:

7. A signed Snead State Community College application specific to this position
8. Current resume
9. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date.

Materials may be submitted to:
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Marie Smith, Director, Federal TRiO Programs
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Phone: (256) 840-4131

INTENT TO EMPLOY
Position Title: TRiO Upward Bound Summer Program Residence Hall Advisor Positions

Qualifications:

- High school diploma required, associate’s degree preferred
- Experience that demonstrates above average maturity, leadership and communication skills
- Experience working with and supervising 9-12 grade students from economically disadvantaged families preferred

Essential Job Functions:

The TRiO Upward Bound Residence Hall Advisor(s) will reside in the Snead State residence hall. The Residence Hall Advisor(s) will supervise TRiO Upward Bound students and assist in activities and provide assistance in the areas of academic skills, personal interaction skills, cultural development, and career guidance and awareness.

Job Duties:

- Establish and maintain a positive and respectful relationship with students
- Supervise students on all field trips and end of summer trip (this is included in your pay)
- Participate and assist in all student activities and workshops (you may be asked to conduct workshops as needed)
- Clarify, monitor and enforce residence hall policies and procedures, especially as related to student conduct and promote open communication
- Monitor visitor access and participant movement in and out of the residence hall and between floors
- Aid in students’ academic classes and tutor in residence hall as needed and facilitate activities that increase group cohesion
- Be conscientious and sensitive to the needs of the students and maintain confidentiality of office/student information
- Maintain discipline at all times and harmonious relations with the students in the residence hall
- Provide close supervision of students and assure their safety and well-being at all times
- Comply with all instructions and directions from the TRiO Programs Director
- Provide TRiO Programs Director feedback on participants progress and address student concerns

Salary: $2,610.00 (mid-June thru end of July)
Salary is based on 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).

Application Procedure: A complete application packet consists of:

10. A signed Snead State Community College application specific to this position
11. Current resume
12. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include conferred or awarded date.

Materials may be submitted to:
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Marie Smith, Director, Federal TRiO Programs
P.O. Box 734
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