



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

Minimum Qualifications	<ol style="list-style-type: none"> Required- High School diploma or higher.
Essential Functions	<ul style="list-style-type: none"> Perform duties unique to the assigned department, office, or position. Organize assigned work load. Follow departmental guidelines and procedures. Maintain confidentiality of information. Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College. 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. Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College. Participate in College functions (Award and Honor events, Alumni Homecoming, Commencement, etc.). Assume other work related responsibilities as delegated by an appropriately assigned College administrator.
Salary	<p>Based on State Board of Education 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>
Application Procedures	<p>A complete application packet consists of:</p> <ol style="list-style-type: none"> A <u>signed</u> SSCC employment application Current resume 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>. Application materials may not be faxed or emailed. Only complete application packets received by close of business on the deadline date will be considered. Submit application packets to: <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 www.snead.edu</p>

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 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.