Snead State Community College Intent to Employ
Part-Time Federal Work Study Students
PART-TIME ONGOING

Minimum Qualifications	1. **Required-** Must be enrolled at Snead State Community College
Essential Functions	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) 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.** • Provide assistance to department • Report to work on time • Maintain confidentiality of office/student information • 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	Based on State Board of Education Local Salary Schedule $8.00/hr. Up to 19 hours per week, this position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).
Application Procedures	A **complete** application packet consists of: 1. A signed SSCC employment application 2. Current resume 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 conferred or awarded date. 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: 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

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.