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) 840-4171 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 February 2012
INTENT TO EMPLOY

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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INTENT TO EMPLOY

Position Title: Part-Time Hourly

(Including: Clerical Support, Instructional Lab Assistant, Tutor, Maintenance, Custodian, Security, Program Coordinator, Workforce Development, Head/Assistant Coach, Residence Hall Assistant, Upward Bound Summer Academy)

Minimum Qualifications:
1. Qualifications will vary according to position.
2. Minimum of high school diploma or GED certificate required.
3. Demonstrated training, work experience, or specific knowledge in the assigned area.
4. Demonstrated interpersonal skills, communication skills and work ethic.

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. Hourly rate 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) 840-4171 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
INTENT TO EMPLOY

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:**
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