



**Snead State Community College Intent to Employ
Student Activities Coordinator
PART-TIME ONGOING**

<p>Summary</p>	<p>The Student Activities Coordinator (Part Time) is responsible for developing and administering a program of student activities and student leadership development. This position also assists in multiple areas of the College as needed including, but not limited to, campus engagement, New Student Orientation, disability services, career services, switchboard, testing services, admissions, and recruiting.</p>
<p>Minimum Qualifications</p>	<p>Required: - An Associate degree or higher from a regionally accredited college/university. Required: - Valid and unexpired driver's license.</p>
<p>Essential Functions</p>	<ul style="list-style-type: none"> • Coordinate and supervise student activities on and off campus. Develop programs of a co-curricular nature that support the Complete College Experience and College Completion Agenda. • Assist and advise all student organizations regarding program planning, student leadership development opportunities, use of facilities, program arrangements, services, and available equipment. Directly functions as the advisor for the Student Government Association (SGA) and the National Society of Leadership and Success (NSLS). • Provides support to the Director of Student Support Services and Engagement by assisting in multiple areas as needed (i.e. New Student Orientation, Disability Services, Testing Services, Switchboard, Engagement, Admissions, Recruiting, etc.). • Foster a customer service environment for fellow employees, students, and visitors. • 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 Alabama Community College System Board of Trustees, the ACCS Chancellor's Office, and the College. • Participate in select College functions (Commencement, advising days, etc.) • Assume other work-related responsibilities as assigned by the appropriately assigned College administrator. <ul style="list-style-type: none"> • Ability to work flexible hours as position requires regular participation in off-campus and/or weekend workshops/events; work schedule will adjust depending on activities for the week • Occasional, but rare, overnight travel may be required • Ability to lift and carry a minimum of 30 pounds • Oriented toward teamwork and collegiality • Highly organized and keen attention to details • Maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies • Exemplify quality customer service • Possess effective written and oral communication skills • Ability to problem solve with appropriate cognitive ability • Ability to perform essential job functions accurately with minimal direct supervision • Experience working with computers and software comparable to Microsoft Office products
<p>Salary</p>	<p>Based on Alabama Community College System Board of Trustees Local Salary Schedule starting at \$10.50 per hour for up to 19 hours per week. This position is not eligible for benefits (i.e. insurance, retirement, leave, etc.).</p>

**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.
4. 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 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.