

GADSDEN STATE COMMUNITY COLLEGE NOTICE OF AVAILABLE POSITIONS

October 25, 2017

PART-TIME HOURLY POSITIONS

INCLUDING:

**CLERICAL SUPPORT, INSTRUCTIONAL LAB ASSISTANTS,
TUTORS, MAINTENANCE/SECURITY,
ATHLETIC ASSISTANTS, AND RESIDENCE HALL ASSISTANTS**

QUALIFICATIONS	<ul style="list-style-type: none"> ● Varies according to position ● Minimum of high school diploma or GED certificate ● Demonstrated training, work experience, or specific knowledge in the assigned area ● Demonstrated interpersonal skills, communication skills, and work ethic
DUTIES	<ul style="list-style-type: none"> ● Perform duties that are unique to the specific department, office, or position assigned. ● Organize assigned work load to meet appropriate deadlines. ● Perform all duties and responsibilities in a manner consistent with the College mission. ● Establish and maintain positive working relationships with other administrative, faculty, and staff personnel. ● Follow departmental guidelines and procedures. ● Maintain confidentiality of information. ● Perform other duties as assigned by the supervisor or department head. ● Comply with all policies of the State Board of Education, the Alabama Community College System, and the College
PROJECTED STARTING DATE	Varies according to position
SALARY	<p>Hourly rate to be determined by the supervisor or department head.</p> <p>No additional benefits.</p> <p>Maximum 19 hours per week.</p>
APPLICATION PROCEDURE	GSCC application forms are available online at www.gadsdenstate.edu , by e-mail at jbright@gadsdenstate.edu , or by contacting the Office of Human Resources at 256-549-8235.

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GSCC EMPLOYMENT APPLICATION should be sent to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236**

NOTE

Completed application files will be accepted by the Office of Human Resources on a continuous basis and remain active for part-time positions for one year. Available positions are contingent upon enrollment and the instructional needs of the College.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

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.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.