



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: April 1, 2023

Closing Date: Continuous

POSITION: ALABAMA DEPARTMENT OF HUMAN RESOURCES (ADHR) SUMMER WORK PROGRAM PART-TIME – FINANCE DEPARTMENT GADSDEN CAMPUS

QUALIFICATIONS:

- ◆ Eligible participants must be aged 16-24 and have household income below 200% of the 2023 Federal Poverty Guideline. DHR provides a chart which lists the income limit by household size.
- ◆ If the participant is a minor child (less than 19) and in the home of a parent or guardian, the parent or guardian must ensure accuracy and completion of the form by their signature on the designated line.

DUTIES:

- ◆ General office work
- ◆ Filing
- ◆ Answering phones
- ◆ Shredding
- ◆ Performs other related duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

DATES OF EMPLOYMENT:

May 1, 2023 – August 31, 2023

Monday – Wednesday, 7:30 AM – 12:30 PM

Thursday, 7:30 AM – 11:30 AM

SALARY:

Hourly Rate \$12.00 – Maximum of 19 hours per week.

APPLICATION DEADLINE:

Continuous

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) Eligibility and Affirmation for Summer Youth Employment (form SYP-2074).

Application materials must provide documentation that the applicant meets all minimum qualifications.

APPLICATIONS ARE AVAILABLE ONLINE AT: <https://www.gadsdenstate.edu/about-us/employment.cms>

Click on the red box for "DHR Summer Work Program"

Send completed applications via email to: jobs@gadsdenstate.edu

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

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.

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

Eligibility and Affirmation for Summer Youth Employment

Name: _____ SSN: _____

Street: _____ Phone #: _____

City: _____ State: _____ Zip Code: _____

❖ Are you age 16 to 24? Yes No If yes, what is your date of birth? _____

If you are not age 16-24, you are not eligible for this program.

1. Does your household receive Family Assistance (TANF) benefits from the Alabama Department of Human Resources?
Yes No

2. Does your household receive Food Assistance (SNAP) benefits from the Alabama Department of Human Resources?
Yes No

If you answer yes to either question 1 or 2, skip to the affirmation. If both answers are no, please list your household size and household income information for adults below.

How many people are in your household? _____

Enter the name, relationship, and gross income from wages and/or salary for each family member who is 19 or over.

| Adult Family Member Name | Relationship to Applicant | Monthly Gross Income from Wages/Salary | Annual Gross Income from Wages/Salary |
|---|---------------------------|--|---------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| Total Family Gross Monthly/Annual Income from Wages and/or | | | \$ |

AFFIRMATION: I certify under penalty of perjury that the information given above, including family size and gross income, is correct and true to the best of my knowledge. I further certify that all family members, including myself, are U. S. citizens or aliens in satisfactory immigration status. I understand that if I give incorrect/misleading information, I may have to pay for services that I received during my ineligibility.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(If applicant is under age 19)

Referring Agency Representative _____ Date _____

For DHR Use Only:

Applicant is eligible for Summer Youth Employment? Yes No

Certified by: _____ Date _____



APPLICATION FOR EMPLOYMENT

Gadsden State Community College

| | | | | | | | |
|--|--|----------------|---------------------------|--------------------------|----------------|-------|------------------|
| Position Information | Title of position for which you are applying: | | | Date of Application | | | |
| | | | | | | | |
| Personal Information | Last Name | | First Name | | Middle Initial | | |
| | Address | | City | | State | Zip | |
| | Contact Information | | | | | | |
| | Phone: Home | | Work | Cell | E-mail Address | | |
| Secondary and Postsecondary Education | | School/College | | Dates Attended From / To | Major | Minor | Degree(s) Earned |
| | High School/ GED | | | | | | |
| | College | | | | | | |
| | College | | | | | | |
| | College | | | | | | |
| | Other (Specify) | | | | | | |
| Additional information | <p>Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the name of the college(s) and dates: _____</p> | | | | | | |
| | | | | | | | |
| Employment History | Please list most recent employment experience first. | | | | | | |
| | Employer | | Telephone Number | | Job Duties | | |
| | Address | | Dates of Employment | | | | |
| | Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | | Hr. Rate/Salary(optional) | | | | |
| Reason for Leaving | | | | | | | |

| | | | |
|-----------------------------------|---|----------------------------|------------|
| Employment History (Continued) | Employer | Telephone Number | Job Duties |
| | Address | Dates of Employment | |
| | Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Hr. Rate/Salary (optional) | |
| | Reason for Leaving | | |
| Employment History (Continued) | Employer | Telephone Number | Job Duties |
| | Address | Dates of Employment | |
| | Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Hr. Rate/Salary (optional) | |
| | Reason for Leaving | | |
| Employment History (Continued) | Employer | Telephone Number | Job Duties |
| | Address | Dates of Employment | |
| | Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Hr. Rate/Salary (optional) | |
| | Reason for Leaving | | |
| Employment History (Continued) | Employer | Telephone Number | Job Duties |
| | Address | Dates of Employment | |
| | Title <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Hr. Rate/Salary (optional) | |
| | Reason for Leaving | | |

May we contact your current employer? Yes No

| | |
|--|--|
| Skills, Awards, Certificates or Professional Activities | |
| | |
| | |
| | |

Note: Please provide details of each. May use a separate sheet if necessary.

| | | | |
|----------------------|--|---------|--------------|
| References | Please list three references, other than relatives, who can provide information verifying qualifications, character, or work experience. | | |
| | Name and Title | Address | Phone Number |
| | | | |
| | | | |
| Family Relationship | For the purposes of disclosure, relative includes any person related within the fourth degree of affinity or consanguinity to any job, position, or office of profit with state or with any of its agencies. | | |
| | Are you a relative of any employee in the Alabama Community College system, including Gadsden State, or any member of the Alabama Community College System Board of Trustee Yes No | | |
| | If yes, list the name(s), relationship, and employer/position of relative(s): | | |
| | | | |
| Felony Conviction(s) | Have you ever been convicted of or pled no contest or guilty to any felony or any crime involving theft, dishonesty, violence, or sexual misconduct? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | If yes, explain below: | | |
| | | | |
| Consent Agreement | I represent and warrant that the information I have given on this application is full and true to the best of my knowledge and belief. I further acknowledge that I understand that I must provide documented verification of education, experience, and required certifications and/or licensures. And further, I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation and I hereby authorize my employing authority within the Alabama Community College System and/or its assigns to conduct a criminal background history investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures established for the Board of Trustees policy concerning criminal background checks will be followed. I further understand that I will be responsible for the cost of said criminal background check. I hereby expressly request, and give permission to, former employers and any persons who may have pertinent information concerning this application to furnish such information to college officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to provide full and true information on this application may result in disqualification or dismissal. | | |
| | Signature of Applicant _____ | | Date _____ |

Are you a member of the Alabama Community College System Applicant Pool? Yes No

Alabama Community College System
Attention: Human Resources
P.O. Box 302130
Montgomery, AL 36130
(334) 293-4603

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. (Each institution will make reasonable accommodations for qualified disabled applicants or employees.)