



# GADSDEN STATE COMMUNITY COLLEGE

**Position Announcement**

Posting Date: April 1, 2023

Closing Date: Continuous

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## **POSITION: ALABAMA DEPARTMENT OF HUMAN RESOURCES (ADHR) SUMMER WORK PROGRAM PART-TIME – STUDENT SERVICES DEPARTMENT POSITIONS AVAILABLE AT THE AYERS, CHEROKEE, AND GADSDEN CAMPUSES**

### **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:**

- ◆ Greeting
- ◆ Filing
- ◆ Shredding
- ◆ Clerical work
- ◆ Maintaining inventory
- ◆ 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](mailto: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.			
<b>Total Family Gross Monthly/Annual Income from Wages and/or</b>			<b>\$</b>

**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

<b>Position Information</b>	Title of position for which you are applying: <span style="border: 1px solid black; display: inline-block; width: 300px; height: 20px;"></span>			Date of Application			
<b>Personal Information</b>	Last Name		First Name		Middle Initial		
	Address		City		State	Zip	
	<b>Contact Information</b>						
	Phone: Home		Work	Cell	E-mail Address		
<b>Secondary and Postsecondary Education</b>		School/College		Dates Attended From / To	Major	Minor	Degree(s) Earned
	High School/ GED						
	College						
	College						
	College						
	Other (Specify)						
<b>Additional information</b>	<p><b>Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college.</b></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><b>If yes, list the name of the college(s) and dates:</b> _____</p>						
<b>Employment History</b>	<b>Please list most recent employment experience first.</b>						
	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.**

