



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: May 2, 2024
Closing Date: August 31, 2024

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

QUALIFICATIONS:

- ◆ Eligible participants must be aged 16-24 and have household income below 200% of the 2024 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:

- ◆ Directs persons to, and answers inquiries about, the location of buildings and carries messages.
- ◆ Assists with covering office hours, campus visits and phone calls inquiries.
- ◆ Assists as needed with preparing documents and participating in outreach functions.
- ◆ Assists staff as needed with basic tasks related to student services.
- ◆ Supports staff with the execution of training and professional development.
- ◆ Assists with student engagement events.
- ◆ Shreds information that is no longer needed.
- ◆ Prepares mail-outs (Gadsden State information).
- ◆ Prepares information bags for campus tours.
- ◆ Assists with putting away supplies ordered.
- ◆ Receives, sorts, and distributes mail to designated locations.
- ◆ Organizes storage areas and maintain inventory.
- ◆ Files documents.
- ◆ 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, 2024 – August 31, 2024

SALARY:

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

APPLICATION DEADLINE:

August 31, 2024 or until filled

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 Authorized Use Only:

Applicant is eligible for Summer Youth Employment? Yes No

Certified by: _____ Date _____

**INSTRUCTIONS FOR THE SYP-2074
ELIGIBILITY AND AFFIRMATION FOR SUMMER YOUTH EMPLOYMENT**

This form is used to establish eligibility for persons who apply to participate in the Summer Youth Employment funded by the Alabama Department of Human Resources. The instructions listed below have been designed specifically for use with Summer Youth Employment.

ALL ITEMS ON THIS FORM SHOULD BE COMPLETED AS FOLLOWS:

FIELD	INSTRUCTION
Name, Street, City, State, Zip Code, SSN, Phone #	Complete with the applicant's current information.
Age 16-24	The applicant should indicate if he or she is aged 16-24. If the applicant answers, "Yes," the applicant should state his or her date of birth. If "No," the applicant is not eligible for DHR funding for summer youth employment.
1 and 2	Applicants should indicate if they or their household receives the listed services.
Household Size	State how many people are in the applicant's household. To calculate the correct family size, include parents and relative caretakers of minor children, applicant spouses, and all siblings (if the applicant is a minor child) who are under age 18 or who are 18 and still in high school. Children and siblings age 19 and over are a separate household from their parents and minor siblings in most cases. People unrelated to the children or relatives who have separate households living in the same home are not included.
Gross Income Chart	List each adult member of the family (age 19 or older). State that person's relationship to the applicant and if that adult has income of any kind. Income must be listed as either monthly or annual. Convert weekly income to monthly income by multiplying it times the average 4.33. Convert biweekly income to monthly income by multiplying it times 2.15. Proof of income does not have to be submitted with the application, but the referring agency should retain proof of financial eligibility in their records. For questions regarding income, please contact the Family Assistance Division—JOBS Program.
Affirmation	The applicant should read the Affirmation statement and sign and date the form. If the applicant is a minor (under age 19), a parent or guardian should review the entire form and the Affirmation statement and sign and date it. A representative from the agency referring the applicant for summer youth employment should also sign and date the form.



APPLICATION FOR EMPLOYMENT

GADSDEN STATE COMMUNITY COLLEGE

Position Information	Title of position for which you are applying: <input type="text"/>		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	Are you currently employed or have been employed within the last twelve months at an Alabama Community College System college? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	If yes, list the name of the college(s) and dates: _____						
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 <i>(optional)</i>				
	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 <i>(optional)</i>	
	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 <i>(optional)</i>	
	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 <i>(optional)</i>	
	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 <i>(optional)</i>	
	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 (name of college), or any member of the Alabama Community College System Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> 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 _____

Visit the ACCS website at www.accs.edu and click 'Job Postings' to sign up for email alerts.

Gadsden State Community College
Attention: Human Resources
P.O. Box 227
Gadsden, AL 35902-0227
Phone: (256) 549-8235 Fax: (256) 439-6812

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.)

The following information is gathered solely for reporting purposes and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Name:

Last

First

Middle

Date of Birth

Social Security Number

Are you Hispanic or Latino? Yes No

Ethnic Background (check all that apply):

- White
- Black or African American
- Asian
- Unknown
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native

Gender (check one):

- Male
- Female

MISCELLANEOUS INFORMATION

Have you ever been employed by the College? Yes No

Position

Employed from to