



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
All Campuses

Created on: 5/6/2022
Revised on: 2/26/2026

Job Title	Salary Schedule	Grade	Job No.
Part Time Staff Position	Local L	N/A	
Reports To	FLSA Status	Grant Funded	Tenure Track
Supervisor	Non Exempt	No	No

JOB SUMMARY: Part-time staff positions may include clerical support, instructional lab assistants, tutors, housekeeping, maintenance, security, athletic assistants, residence hall assistants or other support. The part-time hourly positions generally work 19 hours per week or less and report to the assigned departmental supervisor.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Skill Sets determined prior to hire for the specific need and will vary depending on the 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

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Regular, punctual attendance required with a commitment to professionalism, punctuality, and reliability
- ◆ Ability to maintain a consistent work schedule as assigned
- ◆ Must be able to meet all requirements of the Alabama Community College System
- ◆ Employment is contingent upon the successful completion of a criminal background check
- ◆ May be expected to work independently and with minimal supervision
- ◆ Customer-service orientation
- ◆ Adaptability and willingness to learn new tasks

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Perform duties that are unique to the specific department, office, or position assigned
- ◆ Organize assigned workload 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

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.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Work may be performed in an office or desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Work may require regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials,
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing 25 – 50 pounds depending on the role and department
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in an environment relative to the type of role within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training
- ◆ **Schedule:** Standard work hours are expected – not to exceed 19 hours per week
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: Director of Human Resources

Employee Name:

Employee Signature

Date