



HUMAN RESOURCES
5840 26th St., W., Bldg. 7, Rm. 121, Bradenton, FL 34207 • 941-752-5375 phone
email: hrjobs@scf.edu • employment.scf.edu

For more position information and to apply online, please visit <http://employment.scf.edu/>

SCF seeks employees looking to be a part of a culture of service excellence in all of our positions. Below you will find all of our current openings. Should you have any questions regarding a position, please do not hesitate to contact the SCF HR department at 941-752-5375.

Good luck in the recruiting process!

1. Assistant Professor, Nursing (ASN) –

An instructional faculty member will be responsible for maintaining the highest academic and clinical standards. The individual is expected to exercise professionalism in the classroom and healthcare environment. This includes civility in all activities related to the role of academician and various assigned responsibilities that involve the students, peers, colleagues and community.

The ASN Program is located on three campuses – Bradenton, Lakewood Ranch and Venice. The Faculty are assigned to campuses based on the needs and number of the students enrolled and moving forward to the next level/semester. The assigned campus locations could vary from one calendar year to the next or from one semester to the next.

The program is looking for individuals with a strong background in complex Medical/Surgical client care issues. Ideally this candidate would have a minimum of one year in a clinical setting within the past five years. This position includes classroom teaching and an assignment of a clinical group that is made up of 10 – 12 students. Clinical assignments may vary from semester to semester. The students attend clinical for a one 10 or 13 hour day per week. Currently we have two open ASN Faculty positions.

Minimum Qualifications –

- Master's Degree in Science in Nursing. Doctorate strongly preferred
- Current Florida RN License

Preferred Qualifications –

- Recent classroom experience in a school or college of Nursing.
- Has taught or is familiar with a Concept Based Curriculum using a Simple to Complex approach.
- Strong background in complex Medical/Surgical client care issues.
- Minimal experience with Simulation in overseeing / facilitating small groups of students through predetermined scenarios.
- Strong written and oral communication skills.



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- Computer skills should include Word, Excel, Power Point, Learning Management Systems such as Canvas, Electronic Health Records including E-MAR and Computerized Testing.
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2. Financial Aid Assistant

SCF seeks employees looking to be a part of a culture of service excellence in the following position of Financial Aid Assistant. This position serves as primary resource for financial aid information to potential students, current students, faculty and staff. Service is provided in person, phone, and through various electronic venues. The position also oversees and coordinates activities necessary to complete data management and entry into the student financial aid system to include the coordination of mailings, reconciliations and report reviews. This position handles sensitive and confidential information and is the first contact for students and/or parents, as well as, other internal and external customers.

Minimum Qualifications

•Education/Experience:

Associate's degree or equivalent from two-year college or technical school and two or more years' related experience and/or training; OR equivalent combination of education and experience.

•Supervisory Experience:

No supervisory experience is required

Veteran Preference:

This position is a career-level position and is eligible for veteran preference. If you qualify, please complete the Veteran Preference section of the application and attach a copy of your DD214.

3. Assistant Tennis Coach

The Assistant Coach will maintain and /or enhance every aspect of the intercollegiate athletic program as part of the mission of State College of Florida.

Minimum of 3 years of related coaching experience at high school or above.

Minimum Qualifications

Supervision of student-athletes both on and off campus. One or more years experience as a "lead" employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

Preferred Qualifications

A bachelor's degree is preferred but not required.



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Collegiate tennis playing experience is preferred.

4. Academic Department Secretary – Social & Behavior Sciences

Serves as Administrative Assistant to the Academic Department Chair/Program Directors. Schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and minor administrative details by performing the following duties.

**Minimum
Qualifications**

Education/Experience:

High school diploma or general education degree (GED) and three or more years of related experience.

This position is a career-level position and is eligible for veteran preference. If you qualify, please complete the Veteran Preference section of the application and attach a copy of your DD214.

5. Accounting Clerk III (Venice)

SCF seeks employees looking to be a part of a culture of service excellence in the following position of Accounting Clerk III. This position performs cashiering duties which include accepting and properly recording student fee payments. Requires excellent customer service skills with attention to problem solving and communication. Assists the Manager with maintaining records and student/employee/vendor accounts. Assists Accounting Supervisor with stop pay and financial/accounting duties.

**Minimum
Qualifications**

•Education/Experience:

High school diploma or general education degree (GED) and three (3) years' related experience and/or training; or equivalent combination of education and experience.

Veteran Preference:

This position is a career-level position and is eligible for veteran preference. If you qualify, please complete the Veteran Preference section of the application and attach a copy of your DD214.

6. Laboratory Assistant, Natural Science (20 Hours)

SCF seeks employees looking to be a part of a culture of service excellence in the following position of Laboratory Assistant, Natural Science. Prepares material for open instructional laboratories according to established procedures. Interacts with individuals outside of the College in laboratory preparations.



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Education/Experience:

High school diploma or general education degree (GED) and two years related experience, or one year of college in related field, or one year certificate from college or technical school and one or more years' experience

Minimum Qualifications

Veteran Preference:

This position is a career-level position and is eligible for veteran preference. If you qualify, please complete the Veteran Preference section of the application and attach a copy of your DD214.

Below are the following disciplines that are accepting Adjunct applications:

Adjunct - Earth, Space & Science	Adjunct Instructor- Computer Science/Network Administration
Adjunct Instructor - Oceanography	Adjunct Faculty- Health Sciences (Radiography)
Adjunct Faculty- Natural Sciences	Adjunct Faculty - Nutrition
Dual Enrollment Adjunct	Adjunct Faculty- Math (Bradenton)
Adjunct Faculty Engineering Manufacturing	Adjunct Faculty - RN to BSN
Adjunct Instructor – Math, Physics, Biology, Environmental, Earth and Space, Oceanography-Venice Campus	Adjunct Faculty – Biological Science (Anatomy and Physiology)
Adjunct Faculty-Natural Science-Chemistry	Adjunct Faculty – Nursing Clinical
Adjunct – Environmental Science	Adjunct Faculty – OTA Program
Adjunct Faculty - Physics	Adjunct Faculty - Economics
Adjunct Faculty – Speech Communication	Adjunct Faculty – Mathematics – Lakewood Ranch
Adjunct Faculty - English	Adjunct Faculty – Radiography Clinical Instructor Coordinator
Adjunct Instructor- Humanities	Instructor-Collegiate School (PE & Hope)