



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Part-Time

POSITION

Employment Specialist

Posting Date:

03/25/2016

Closing Date:

ON-GOING

POSITION AVAILABLE

Approximately April 15, 2016

REQUIRED QUALIFICATIONS

- Teaching experience is **required**.
- A minimum of a Bachelor's degree is **required**.
- Effective oral and written communication skills are **required**.
- Ability to operate person computers is **required**.

PREFERRED QUALIFICATIONS

- Experience in computer-based instruction is **preferred**.

SALARY SCHEDULE PLACEMENT

- Commensurate with education and experience according to Salary Schedule L1. \$17.87 per hour.

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Adult Education Director, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Teach job acquisition and retention skills to adult education students in Dallas, Chilton, Perry, and Lowndes.
- Prepare adult education students for the Career Readiness Certification.
- Assist adult education students with job placement.
- Develop an employment plan for adult education students.
- Help adult education students prepare resumes and cover letters.
- Connect adult education students with job shadowing and internship opportunities.
- Perform other duties as assigned by the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Website: www.wccs.edu

APPLICATION DEADLINE

A **complete** application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Verification of work experience **in writing** from at least 1 current or previous employer. Verification should be printed on company letterhead, including dates of employment, position titles (s), and some duties performed.

Final applicants will be required to interview at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$17.40 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.

WCCS is an E.O.E. and is enrolled in E-Verify.