



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

PART-TIME APPOINTMENT

Intent to Employ

POSITION

Adult Education Coach/Counselor (PT)

Posting Date:

12/4/2018

Closing Date:

1/18/2019

POSITION AVAILABLE

January 28, 2018

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration, Psychology, or related field **required**. Master's Degree **preferred**.
- Experience working with disadvantaged students **preferred**.
- Computer literacy **preferred**.

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, Department Chair, Dean of Instruction, Assistant Dean of Instruction, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Provide personal and career counseling.
 - Connect students with needed support services in the community.
 - Follow-up on students who cease to come to class or who have attendance problems.
 - Perform a career assessment for incoming students.
 - Develop career plans for students.
 - Assist with the student intake process.
 - Assist in transitioning students into college by informing students about the placement test, financial aid, admissions application, registration process, and support services.
 - Conduct seminars on college success strategies and job acquisition skills.
 - Follow-up on AE students who enter college during their first semester and refer students to the college's support services, if needed.
 - Coordinate AE mentoring programs
 - Submit required reports and maintain appropriate records.
 - Work well with others and show respect to all college constituents.
 - Perform other duties as assigned by the Adult Education Director, Dean of Instruction Assistant Dean of Instruction, Dean of Students or the President.
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- Perform other job related duties and responsibilities as assigned by the Department Chair, Dean of Students, or the President.

APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, 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 online at www.wccs.edu and should be returned to:

Human Resources Department
Wallace Community College Selma
3000 Earl Goodwin Parkway
P.O. Box 2530
Selma, AL 36702-2530
Phone: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

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. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information must be received by **12:30 PM CST, Friday January 18, 2019**. Final applicants must adhere to the College's prescribed interview schedule and must travel 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.

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