



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intend to Employ

Part-time -Temporary

POSITION

Student Career Coach

Posting Date:

4/26/2018

Closing Date:

ON GOING

POSITION AVAILABLE

As Needed

REQUIRED QUALIFICATIONS

- Bachelor's Degree required from a regionally accredited institution. Master Degree preferred
- Three years' experience working in the field of Social Work, Counseling, Psychology, Business Administration or another human related field.
- Computer skills with knowledge of Microsoft Office Suites (Excel, Word, Outlook, PowerPoint, etc.)
- Experience working with low-income, high risk or under-represented students required

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.
- Previous experience working with low-income, high risk or under-represented students.
- Student Coaching experience.

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule C3.

DUTIES & RESPONSIBILITIES

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

- Support students from enrollment through graduation.
- Assist Dual Enrollment students in High School with the Dual Enrollment application process.
- Monitor Dual Enrollment student's grades, through Dropout Detective, monitoring grades each week to send alerts for students not performing well, and encourage those students that are performing well.
- Counsel and advise student in person, phone, email, text, and video conferencing:
 - Resolve problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems. Follow up to ensure resolution of each issue.
 - Re-enroll student by focusing on outreach and retention efforts.
 - Work collaboratively with other departments and services, across the college to understand processes, systems, and services and to resolve student issues.
 - Work closely with campus staff to address student issues.
- Closely track students' progress, through communication and analytics, for each academic term, to ensure class attendance and academic progress.
- Provide counseling on career preparation and resources at key points to assist student prior to graduation.
- Point of contact for student onboarding once the initial enrollment process is completed.
- Assist in transitioning all students into college by informing students about the placement test, financial aid, admissions application, registration process, and support services, and directing them appropriately.
- Conduct seminars on college success strategies and job acquisition skills.

- Submit required reports and maintain appropriate records.
- Work with Lead Coach on daily coaching activities and assignments, and reporting data.
- Represent the Career Coach Program in local high schools and conduct public relations efforts to promote the CTE programs.
- Provide career development guidance for high school students by providing current job market and trends in career choices with emphasis on technical programs.
- Plan and implement student recruitment activities for technical programs.
- Assist prospective students with career exploration activities and career assessments.
- Schedule and attend college campus tours and industry tours with high school students.
- Coordinate job shadowing opportunities for students.
- Maintain ongoing database of students and classrooms that services are offered.
- Comply with all policies of the LEA and the State Department of Education.
- Submit monthly reports for the Career Coach program.
- Coordinate the submission of monthly Reports for RTW.
- Prepare and submit annual grant and budgets for the Career Coach Grant.
- Prepare and submit annual grant and budgets for the RTW Grant.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Assistant Dean of Instruction, Dean of Instruction, and 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 the [Human Resources Office](#). 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.*