



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Grant Funded

Intent to Employ- Part-Time

POSITION:

Assistant Director of Shift2Success Training Program
Continued employment is contingent upon funding from the grant

Posting Date 07/14/2021

Closing Date: Ongoing

Anticipated Starting Date

Immediately

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree Required from a regionally accredited institution.
2. At least 2 years of supervisory experience
3. Must be able to travel
4. Effective oral and written communication skills.
5. Ability to handle multiple tasks, planning, organizing and prioritizing with minimum supervision.
6. Ability to maintain confidentiality of office information.

PREFERRED QUALIFICATIONS

1. Master's Degree from a regionally accredited institution
2. Budget management experience
3. Proficient computer skills and use of technology
4. Experience in grant writing

SCOPE OF RESPONSIBILITY: The Assistant Director is responsible for the supervision of the Wallace Community College Selma Shift2Success Training Program. As such this position is accountable for developing additional education and training opportunities in the non-credit and short-term program goals. The ideal candidate will be responsible for coordinating, expanding, and managing all the day to day operations of the program. Also, this candidate will be responsible for writing grants to expand and continue the program. Finally, this position must maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies.

Salary Schedule Placement:

Commensurate with education and experience according to Salary Schedule L.

ESSENTIAL JOB FUNCTION, DUTIES & RESPONSIBILITIES:

- Supervise the Wallace Community College Selma Shift2Success Program.
- Develop additional Educational and Training opportunities.
- Coordinate with other programs, organizations, and agencies.
- Evaluate program's instruction and support services.
- Write grants to expand and continue the program.
- Produced required reports
- Manage accountability system
- Maintain appropriate and accurate files for audits.

- Monitor program performance and implement strategies for continuous improvement.
- Recruit students
- Establish a relationship with business and industries in order to assist in the job placement of students.
- Maintain the program at a level that meets the standards or criteria of the College and the Grantor
- Develop monthly newsletters to highlight the program success stories
- Work well with others and show respect to the College
- Perform other duties as assigned by the Director of Workforce Development, Dean of Technical Program and Workforce Development, and the President.
- Track students' achievement progress in each of the programs in collaboration with the Student Success Center.
- Generate and submit weekly enrollment management reports that record monitoring student progress and updates.
- Assist with special activities/events to get prospects/inquiries/applicants engaged with campus throughout the community.
- Work with Other Departments regarding activities, advertisements, communications, and printed materials related to coaching students.
- Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor's Office, and the College.
- Participate in College functions
- Perform other duties as assigned by the Director of Workforce Development, Dean of Technical Programs and Workforce Development, 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 via US mail or

- ❖ **Application packets may be submitted to employmentpacket@wccs.edu. Please add your name to the subject line of the email.**

Wallace Community College Selma
 3000 Earl Goodwin Parkway
 P.O. Box 2530
 Selma, AL 36702-2530
 Phone: 334-876-9319, 876-9338
 Fax: 334-876-9334
 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 applications must be received in 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.