



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Part-Time Intent to Employ

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#### POSITION

**Career Coach -Women in Trucking CDL**

**Posting Date:**

09/07/2021

**Closing Date:**

Ongoing

#### POSITION AVAILABLE

**Immediately**

#### REQUIRED QUALIFICATIONS

- Minimum of a Bachelor's Degree in Counseling or Human Services or a related field from a regionally accredited institution.
- Experience working with Career or Student coaching
- Must be able to travel
- Effective oral and written communication skills
- Ability to handle multiple tasks in a professional manner, along with planning, organizing and prioritizing with minimum supervision
- Proficient computer skills

#### 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-Salary. This is a non-tenure track position

#### SCOPE OF RESPONSIBILITY:

The coach is responsible for coaching students that are enrolled in the Women in Trucking Program. As such this position is accountable for mastering and tracking students' progress from prospect to enrollee and ultimately achieving or exceeding specific enrollment and achievement in the program goals. The ideal candidate will be competitively target-driven, possess positive energy, confidence, and exceptional communication skills. Must be oriented toward teamwork and collegiality and possess the willingness to work flexible hours as this position requires regular participation in on- and off campus workshops/events. It is necessary for the coach to be able to problem solve with appropriate cognitive abilities and to multi-task, prioritize, motivate and track students' progress, and efficiently manage time. This person will be one who loves to meet new people and knows how to use every opportunity to network and turn it opportunity into business results. Finally, this position must maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies.

#### DUTIES & RESPONSIBILITIES

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

- Identify target populations and develop recruiting strategies that track each subpopulation through the recruiting and enrollment funnel: prospects, inquiries, applications, completed applications, and enrolled students in the Women in Trucking program.
- Track students' achievement progress in each of the Women in Trucking program 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 for the Women in Trucking programs
- 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
- Work well with others and show respect to all college constituents
- Perform other duties as assigned by the Director of Student Success, Student Success Coach Coordinator, Dean of Students, 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](http://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: 334-876-9319, 876-9338  
Fax: 334-876-9334  
Website: [www.wccs.edu](http://www.wccs.edu)

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**Application packets may also be submitted to [employmentpacket@wccs.edu](mailto:employmentpacket@wccs.edu). Please add your name to the subject line of the email.**

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 Human Resources. 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.*