WALLACE COMMUNITY COLLEGE SELMA
VACANCY ANNOUNCEMENT
GRANT-FUNDED
Intent to Employ PART-TIME TEMPORARY APPOINTMENT

POSITION
Adult Education Site Coordinator- Demopolis Based
Continued employment is contingent upon funding from the grant

Posting Date: 1/14/2021
Closing Date: Ongoing

POSITION AVAILABLE
Immediately after closing

REQUIRED QUALIFICATIONS
- Bachelor's Degree in Business Administration, Education, or related field from a regionally accredited insitution.
- 2-years of supervisory/management experience
- Computer literate

PREFERRED QUALIFICATIONS
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Master's Degree Business Administaation, Counseling, Management or related field from a regionall accredited insitution
- Experience in teaching Adult Education in higher education
- Experience working with adult students

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, Adult Education Director, Dean of Technical And Workforce Development, Dean of Instruction, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Supervise sites and faculty/staff in Hale, Marengo, Sumter, and Greene counties.
- Assist Adult Education Director in hiring and evaluating adult education faculty/staff.
- Assist the Adult Education Director in ensuring educational quality and the success of adult education students in the service area.
- Assist Adult Education Director in designing and facilitating on-going staff development plan for adult education program.
- Collaborate and coordinate adult education activities, classes, etc. with site partners and other community organizations.
- Assist in the expansion of services in Hale, Marengo, Sumter, and Greene counties.
- Assist the Adult Education Director in obtaining multiple funding sources to expand services.
- Assist in accessing the needs of the community in the service area.
- Recruit students and establish partnerships.
- Counsel students, coach students, and assist students with entering post-secondary.
- Assist with orientation and proctor the WorkKeys, TABE, and other required tests.

- Maintain and update instructional materials in classroom by keeping classroom and/or site inventory and informing immediate supervisor of material needs.
- Participate in at least 20 hours of professional development by the end of the fiscal year
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Adult Education Director, Dean of Technical and Workforce Development, Dean of Instruction, 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: 334-876-9319, 876-9338
Fax: 334-876-9250
Website: www.wccs.edu

All application packets must be submitted to 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 packet. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All application information 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 will not be considered. 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.