



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT - Part-Time – Temporary

POSITION

Dual Enrollment Counselor (PT)- Multiple Positions

Posting Date:

9/3/2020

Closing Date:

Ongoing

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- Bachelor Degree from a regionally accredited institution
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner
- Proficient computer skills

SALARY SCHEDULE PLACEMENT

- Salary Schedule L1

DUTIES & RESPONSIBILITIES:

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

- Determine student eligibility,
- Print student schedules and transcripts, copy student ID's, print Kuder Assessments and 4 year plans.
- Organize and review student approval forms and applications before submission to the college,
- Assist students with completing a WCCS online admissions application
- Schedule placement testing with the College for all students
- Coordinate counseling efforts with the College Workforce Development representative,
- Coordinate Library services if needed by the students per the Library agreement with the College and the LEA Library.
- Monitor Student progress via Canvas and Drop Out Detective, per monitoring schedule
- Schedule at least one parent meeting per semester with College officials and the Counselor
- Attend training with the College once per semester with College officials.
- Contact failing students with the assistance of drop out detective once a week
- Contact all dual enrollment students at least once per semester
- Publicize dual enrollment opportunities to all eligible students
- Collecting dual enrollment grades from WCCS Instructors, Adjunct and Full time for Dual enrollment students.
- Coordinating testing dates and times for dual enrollment students.
- Administering dual enrollment exams, maintaining confidentiality requirements of testing.
- Work well with others and show respect to all College constituents.
- Perform other duties as may be assigned by the Dean of Instruction or the President.
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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: 334-876-9334
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 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 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.