POSITION	**Posting Date:**	1/19/2021
Career Pathway Coordinator (PT)	**Closing Date:**	Ongoing
Continued employment is contingent upon funding from the grant		

POSITION AVAILABLE
    Immediately

REQUIRED QUALIFICATIONS
- Bachelor's Degree from a regionally accredited institution.
- Counseling or academic advisement experience.
- Experience working with Adults.
- Excellent customer service.
- Strong written and verbal skills.
- Computer literate as evidenced by the ability to utilize a variety of virtual learning delivery options for students

PREFERRED QUALIFICATIONS
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Program development experience.
- Recruitment Experience
- Experience in securing external grant funding.

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, the Department Chairperson, the Dean of Instruction, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:
- Develop additional career pathways for students.
- Assist the Adult Education Director in developing recruitment and retention strategies by creating processes to monitor enrollment and other relevant data necessary for student success.
- Assist the Adult Education Director in finding faculty for the career pathway programs.
- Researches and analyzes labor market information, identifying trends and providing recommendations for the identification and development of career pathways that will provide better access to and higher completion of certificate and degree programs for workforce development program participants.
- Assist the Adult Education Director in securing external funding for career pathways through federal and state grant opportunities.
- Assist students in enrolling in college courses for the Ability-To-Benefit program and the ACCAP program and developing processes and strategies to ensure their successful matriculation.
- Assist students in enrolling in the Bridge program and develop incentives that encourage students to successfully complete the initiative.
- Assist pre-CDL in enrolling in the CDL program and in obtaining ITAs with the Career Center.

- Conduct orientation for students in ABT, Bridge, ACCAP, and other career pathways. The orientation will include college study skills.
- Follow-up on students' progress in ABT, Bridge, ACCAP, and other career pathway programs.
- Consult with college instructors about students' attendance and performance.
- Assist completers of the bridge, ACCAP, and Ability-To-Benefit in enrolling in college or employment.
- Collect information about career pathway completers.
- Maintain high moral and ethical standards.
- Perform other duties as assigned by the Adult Education Director, the Dean of Technical and Workforce Development, the 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: 334-876-9319, 876-9338
Fax: 334-876-9334
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. 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.*