



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### GRANT-FUNDED

### Intent to Employ PART-TIME TEMPORARY

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#### POSITION

Adult Education Recruiter (PT)

*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 from a regionally accredited institution.
- Excellent customer services
- Strong written and verbal skills
- Computer literate

#### PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Marketing/Recruitment Experience
- 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:

- Recruit students for all programs in Adult Education.
- Assist in enrolling students in Adult Education.
- Conduct student orientations.
- Develop and implement recruitment and marketing strategies to assist in meeting the program's enrollment goal in each county.
- Design, develop, and distribute marketing materials.
- Establish and attend on-campus and off-campus events to recruit students in Region 3 and Region 5.
- Establish and maintain social media pages.
- Establish relationships with community leaders and organizations.
- Create and share quarterly recruitment, marketing, and enrollment reports.
- Track and use metrics to determine the effectiveness of the recruitment strategies.
- Any other duties assigned by the Adult Education Director, 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](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: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

**All application packets must 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 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.