



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

GRANT -FUNDED

Internship/Volunteer Placement

POSITION

Teen Tech Center Intern/Volunteer (PT)

Continued placement is contingent upon funding from the grant

Posting Date:

4/27/2021

Closing Date:

On-going

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- Applicant's must complete a WCCS Volunteer Job Application
- Provide three (3) Professional References
- Submitt a Resume
- Applicant must undergo and pass a criminal Background Check.

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

SALARY SCHEDULE PLACEMENT

Intership/Volunteer

SCOPE

Wallace Community College Teen Tech Center is seeking an Intern/Volunteer for our site on campus. The individual will assist youth ages 12-19 by fostering project-driven learning around teens' interests and passions in S.T.E.M. and S.T.E.A.M. The BBTTC is an interactive, drop-in, program where teens are using a "learn by design" approach. The space is designed for teens to collaborate and experiment with technology. The BBTTC provides support and resources for young people to pursue their interests and build upon their talents. In the BBTTC, youth can create their own music, digital art, robots, computer games, crafts, and animation using professional level technology. Our mission is to nourish minds, transform lives, and build community together.

DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, Best Buy Teen Tech Center Coordinator, Dean of Technical and Workforce Development, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Help teen members develop projects
- Provide community outreach in support of the Teen Tech Center program
- Provide basic computer maintenance,
- Assist host organization in fundraising and publicity for the Teen Tech Center
- Support youth in pursuing academic and job opportunities
- Mentor and build relationships with youth
- Proactively maintain a welcoming and safe environment
- Collaborate with TTC staff to connect youth with resources, including social services, jobs, creative opportunities, and educational resources

- Continue to learn about and demonstrate skill in the use of evolving and emerging technology used by youth. BBTTTC currently provides youth access to cutting edge technologies, including:
 - Adobe Creative Suite
 - Recording studio, Machine, MIDI keyboard, and traditional instruments
 - Logic Pro, Pro Tools, and other recording software using audio interfaces
 - Digital cameras, videography, and professional photo printers
 - MakerBot 3D Printer
 - Scratch and coding languages
 - Sewing machines and t-shirt heat press

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, 876-9373
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 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.