POSITION ANNOUNCEMENT

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The College serves a population that is diverse in age and race as well as in economic and educational backgrounds.

QUALIFICATIONS: Bachelors Degree and work experience in related fields such as corporate recruiting, job sourcing, sales, marketing, or human resources. Social media and webpage experience preferred.

DUTIES: In addition to adhering to the guidelines as specified by Bevill State Community College Personnel Handbook and the State Board of Education, duties will include, but are not limited to, the following:

1. Support and implement the Mission of the College.
2. Assist career technical and health sciences students and alumni in meeting their employment goals.
3. Work with instructors to accomplish the employment goals established by the College for career technical and health sciences programs.
4. Plan and offer workshops for students related to interview skills, resume writing, and ‘soft skills’ important for employment.
5. Establish and maintain a virtual job placement office.
6. Develop and maintain a Job Placement webpage on the College’s website.
7. Develop and maintain a Virtual Job Fair on the College’s website.
8. Work with Directors of Student Services and Directors of Campus Services on each campus, as appropriate, to provide information services through career fairs and other venues.
9. Collect, maintain, report, and disclose job placement data (Gainful Employment) for the College as required by federal and state agencies.
10. Develop and maintain a close working relationship with prospective employers within the College’s service area and the Greater Birmingham Metropolitan Area.
11. Develop networking opportunities for career technical and health sciences students, alumni, and prospective employers.
12. Develop a written job placement agreement between the College and career technical and health sciences students and alumni.
13. Communicate and enforce institutional policies, procedures and processes.
14. Assist in developing appropriate goals and objectives that support the strategic planning process of the College.
15. Maintain close working relationships with the Project Manager for Corporate Education and the College’s Advisory Committees.
16. Maintain accurate records, time and effort reports, and monthly progress reports for all activities and projects within the area of Job Placement.
17. Serve on assigned college/campus committees.
18. Maintain membership in any appropriate professional organizations.
19. Assume other duties as assigned.

SALARY RANGE: $48,974 – $67,592 annually based on experience and educational level for placement on the Alabama State Salary Schedule C3 03.
APPLICATION PROCEDURES:
Bevill State Community College employment applications are available from the following address or visit our website at www.bssc.edu and click on “job opportunities” at the bottom of the homepage. All applications should be mailed to:

Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501

OR

Email in a .pdf format to:
Employment@bscc.edu

APPLICATION DEADLINE:
Completed applications must be received by 3:00 pm October 24, 2016, to ensure full consideration. Applicants must adhere to the College’s prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A signed letter of interest with reference to the position number found on the position announcement.
- A completed Bevill State Community College Application.
- Complete transcripts from all institutions from which any collegiate credit has been earned.
- A resume.
- Three current and signed letters of reference (no older than one year no computer generated signature)

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the “Qualifications” section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill State Community College that no person shall, on the grounds of race, color, disability, 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. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.