POSITION #661: Part Time Adult Education Career Pathways Project - Career Coach

APPROXIMATE STARTING DATE: November, 2016

GENERAL INFORMATION: Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: Bachelor’s degree in counseling, social work, communication, or related field; three years of experience working in education or other youth related occupations, preferred. Other appropriate experience may be substituted.

ESSENTIAL JOB FUNCTIONS: The position of Coach requires the following essential job functions with or without reasonable accommodations:

Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; mastery of appropriate computer operation skills; exhibit keyboarding skills; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; operate a motor vehicle; ascent and descent steps; ability to lift and move materials weighing up to fifty pounds; sit or stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize telephone system; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc.; operate standard business machines (e.g. calculator, copier, fax machine, television). Comply with all policies of the State Board of Trustees, the Alabama Community College System, and the College.

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

1. Seek participant referrals through school systems, the court system, One-Stop Career Centers, the Department of Human Resources, Vocational Rehabilitation Services, business and industry, and other appropriate agencies and organizations.

2. Work with AE Director and Adult Education Career Pathways Project Coaches in developing general brochures and other informational materials to be disseminated within school systems, social services agencies, business and industry, government agencies, and the general public.

3. Coordinate with AE/RtW Instructor(s) and Career Technical Instructor(s) to identify potential program participants, facilitate the development of individual career plans and portfolios and assist adults with enrolling in education/training programs.

4. Coordinate with One-Stop personnel throughout referral, eligibility determination, initial assessment, and case management of participants.

5. Work in cooperation with AE/RtW Instructor(s) and Career Technical Instructor(s) to provide information on careers, career pathways and educational requirements, connect adults to academic enrichment activities such as study groups, tutoring and workshops on study skills and connect participants to support services that will ease the transition to postsecondary education.

6. Work in cooperation with One-Stop personnel for participant referrals to existing training services and supplemental services.

7. Work with SOS Counselor and civic clubs and organizations to initiate an adult mentoring component for participants.

8. Keep detailed, accurate records on all participants (names and addresses of participants, demographic information, referrals for services, services provided).

9. Keep accurate records of the attainment of credentials by participants, including GED, high school diplomas, FIT, WorkKeys, occupational skills training, college certificates, degrees, etc.

10. Work with the Director of Adult Education to plan and initiate a comprehensive Adult Education Career Pathways Project marketing campaign.

11. Participate in all professional development opportunities provided by the instructional supervisor or the state adult education staff, including attendance at annual Adult Education conference(s). The Adult Education Career Pathways Project Coach is encouraged to support state and national adult education and literacy advocacy organizations. Instructional support staff with a continued pattern of being either unable or unwilling to attend mandatory staff development opportunities should not be considered for further employment in adult education and family literacy and shall not be reimbursed from funds allocated under this subtitle.

12. Assume all other duties as assigned by the Director of Adult Education.
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

SALARY RANGE: Minimum $15.00 maximum $18.00, an hour based on level of education and experience. Part time AE Career Pathway Career Coach will work no more than 18 hours per week.

APPLICATION DEADLINE:
Completed applications must be received by 3:00 pm November 3, 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.
- One 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.