This is an AT-WILL position for which the attainment of non-probationary status (tenure) is not available. (Continued employment is contingent upon funding.)

POSITION #663: Director of Educational Opportunity Center (EOC) - Hamilton Campus

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: A Master's Degree is required in education, counseling, social work, psychology or a related field. Five or more years of experience working in postsecondary education, secondary education, or in community service program administration is required. Experience working with a diverse, high-need, veteran or disadvantaged population is required.

ESSENTIAL JOB FUNCTIONS: The Director of EOC is responsible for the supervision and management of the staff of the Educational Opportunity Center and for directing the functions thereof which encompasses events including selection of participants, maintenance of participant records, management of career and financial services, execution of academic and student enrichment activities, and evaluation of project performance. The Director will have full authority for project administration, which includes hiring staff, authorizing expenditures and ensuring effective budget management, refining project goals, and evaluating project activities and annual performance.

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. Administer, direct and control the activities of the project;
2. Serve as a liaison between the Director of Grants and Federal Programs, the College, the U.S. Department of Education, and other agencies providing services to the college.
3. Represent the project and the interests of disadvantaged students at meetings.
4. Ensure that policies and procedures are in compliance with all grant and federal regulations as contained in EDGAR, OMB and EOC regulations.
5. Maintain contact with Business Office to ensure an efficient system of fiscal control.
6. Ensure effective and efficient budget management in accordance with EDGAR, OMB, EOC regulations, Bevill State Community College and State of Alabama policies.
7. Work with Financial Aid Offices to ensure participants are offered financial aid and scholarship information.
8. Assist in selecting, employing and training project personnel to maximize time and effort.
9. Coordinate the project’s activities to facilitate maximum utilization of staff and other project resources to enhance the effectiveness of the project and ensure participant success.
10. Establish and maintain good working relationships with area schools, colleges and community partners.
11. Execute academic, career, financial and non-cognitive enrichment activities to ensure participant success and college enrollment.
12. Conduct effective evaluation procedures to measure the project’s stated objectives against actual compliance and report project progress and problem areas to the Director of Grants and Federal Programs.
13. Represent the Project on institutional committees relating directly or indirectly to EOC participants or to the delivery of supportive services to participants.
14. Select eligible EOC participants annually and as needed.
15. Evaluate project personnel annually.
16. Perform other duties as needed to support and facilitate the essential functions of the EOC project.
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 $48,974-maximum $67,592 based on experience and educational level for placement on the Salary Schedule C3 03

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm October 27, 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 completed Bevill State Community College Application.
- Three current and signed, and dated letters of reference (no older than one year no computer generated signature)
- A signed land dated letter of interest with reference to the position number found on the position announcement.
- Complete transcripts from every institution from which any collegiate credit has been earned. Transcripts must include conferred or awarded date.
- A resume.
- No staples or paper clips.

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.