



BEVILL STATE COMMUNITY COLLEGE
1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT
Beginning date: January 9, 2019
Closing date: January 23, 2019

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

POSITION #756: Ready to Work/MSSC Program Coordinator

APPROXIMATE STARTING DATE: January 2019

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 with two years of professional experience, preferably working with business and industry, required. Experience in Career Technical Education, Ready-to-Work, MSSC, and/or Workforce Development, preferred. Experience teaching non-credit business and/or industry classes, preferred.

ESSENTIAL JOB FUNCTIONS: This position requires the employee to perform the following essential job functions with or without reasonable accommodations: perform data entry operations; operate a motor vehicle; communicate orally; communicate in writing; communicate with auditory skills; capable of mobility; climb and descend steps; sit for extended periods of time; stand for extended periods of time; utilize keyboarding skills; utilize microcomputer and computer terminals; maneuver in small places; bend; kneel; and reach; possess visual ability and manual dexterity; possess basic mathematical skills; operate calculator, copier, fax machine; demonstrate knowledge of the English language, including grammar, word usage, syntax, and sentence structure; utilize telephone system. **Comply with all policies of the Alabama Community College System, Board of Trustees, 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. Coordinate all RTW/MSSC programs funded by Ready-to-Work, Automotive Workforce Initiative, Alabama STRONG, and other similar grants
2. Serve as primary point of contact for project and assist Adult Education Director and Career Technical Education Chair with its implementation.
3. Arrange classroom training facilities and develop training class schedules.
4. Serve as a Testing Coordinator for MSSC Certifications.
5. Maintain a high level of competence and expertise in the area of Ready-to-Work/ACT WorkKeys and MSSC.
6. Provide Ready-to-Work instruction as needed.
7. Participate in and/or represent the Automotive Workforce Initiative project with professional associations, workforce agencies, government agencies, foundations, and local community groups.
8. Responsible for input/reporting of all RTW/MSSC workforce training activity into reporting system.
9. Maintain fiscal records, database, and documentation of reports and correspondence.
10. Serve as a liaison between the institution and business/industries and other agencies concerning their training needs.
11. Coordinate program activities to facilitate maximum utilization of staff and other project resources to enhance the effectiveness of the project.
12. Perform other duties as needed to support and facilitate the essential functions of the Automotive Workforce Initiative projects and represent the projects in a professional manner at college and community events.
13. Attend CTE/RTW/MSSC professional development opportunities, as necessary.

APPLICATION PROCEDURES: Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.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 \$37,096 - maximum \$56,659 based on experience and educational level for placement on the Salary Schedule C3-05

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm January 23, 2019 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 Beville State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and 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. Beville 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.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Beville 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. Beville 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 Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.