



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

POSITION ANNOUNCEMENT  
Beginning date: June 6, 2019  
Closing date: June 20, 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.)**

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**POSITION #773: OUTREACH ADVISOR – Educational Talent Search - Hamilton Campus**

**APPROXIMATE STARTING DATE: July 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:** Minimum requirements include a bachelor's degree in education, counseling, or a closely related field with two years professional experience working in education or counseling or a similar field; preferably working with low-income, first-generation, and/or students with disabilities.

**ESSENTIAL JOB FUNCTIONS:** The position of Outreach Advisor-Educational Talent Search requires the following essential job functions: Communicate orally; communicate in writing; communicate with auditory skills; possess visual ability; read and interpret; exhibit emotional control and stability; exhibit coping skills; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; utilize telephone system; utilize microcomputer and computer terminals; perform data entry functions; exhibit keyboarding skills; possess basic mathematical skills such as percentages and fractions, etc.; operate calculator, copier, fax machine, television, VCR; climb and descend steps; sit for extended periods of time; stand for extended periods of time; maneuver in small places; bend; kneel; reach; manual dexterity; capable of mobility. Comply with all policies of 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. Presenting program services to target schools' faculties, staffs, and eligible participants.
2. Securing student applications and parent information sheets from participants.
3. Assessing students' abilities to benefit from services and eligibility to participate in program.
4. Publicity at target schools and to community at large.
5. Providing participants with individual, academic, and career counseling and guidance.
6. Developing and maintaining relationships among participants, parents, and program staff.
7. Maintenance of required program records.
8. Providing informational services and referrals to participants and parents will assist participants in making appropriate decisions relative to their educational and career goals.
9. Providing standardized test information, registration forms required for postsecondary admission, analyzing and interpreting test results to participants and parents.
10. Reviewing transcripts and test scores; recommending appropriate course of secondary study and providing information in a variety of related career fields.
11. Understanding and providing secondary and postsecondary curriculum information, maintaining and updating admission and financial aid information and college catalog library.
12. Arranging and accompanying participants on college field trips; assisting seniors in writing required autobiographies and writing individual letters of recommendation.
13. Assisting seniors in final college selection, completing admission, financial aid and housing application by required submissions dates.
14. Developing and implementing a follow-up procedure to ascertain postsecondary enrollment and retention of former participants.
15. Assisting in the selection and screening of new participants.

16. Planning and supervising participant activities.

17. Performing other duties as assigned.

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://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 Salary Schedule C3 05

**APPLICATION DEADLINE:** Completed applications must be received by 3:00 pm June 20, 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 Bevill State Community College Application.
- Three **current, 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. 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 policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, age, or other classification protected by federal or state law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a job announcement at any time prior to the awarding

Please note that Bevill State Community College hours are 7:00 a.m. to 6:00 p.m. Monday - Thursday closed Fridays.