



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

POSITION ANNOUNCEMENT
Beginning date: January 23, 2020
Closing date: February 6, 2020

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 #799: Part Time Career Coach - Hamilton Campus

APPROXIMATE STARTING DATE: February 2020

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 of a Bachelor's degree in education, counseling, social work or closely related field from an accredited institution is required. Minimum of one year's experience working in education, counseling, social work or similar field, is 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. Provide career development guidance for prospective students
2. Assist prospective students with career exploration activities and career assessments
3. Assist prospective students with admissions and financial aid procedures of college
4. Provide guidance to prospective students regarding career choices and high demand occupations in service area
5. Provide prospective student with information regarding the current job market trends in career choices
6. Assist Director of Student Services with Career Fair events, as needed
7. Maintain regular visits to area K-12 schools in order to build relationships and create a seamless transition to postsecondary education or the workforce
8. Maintain professional conduct in dealing with participants, staff, administration, faculty, and the College community
9. Adhere to prescribed procedures in all operations of the division
10. Maintain accurate records and dispense necessary reports in a timely manner
11. Attend all called meetings appropriate to the position
12. Develop and maintain beneficial professional relationships with community businesses and industries.
13. Continue professional development through professional organizations, seminars, workshops, etc., to maintain and improve skills
14. Perform other duties as needed to support and facilitate the essential functions of the College

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: \$23,000 for part-time work - 18 hours a week until Sept 30, 2020

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm February 6, 2020 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, 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 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 Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.