



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

POSITION ANNOUNCEMENT
Beginning date: October 21, 2021
Closing date: November 4, 2021

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 #877: Educational Talent Search (ETS) – Academic Advisor/Records Manager – Sumiton Campus

APPROXIMATE STARTING DATE: November 2021

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, or a related field from an accredited institution and two years' experience working in a similar field is required. Preference will be given to a candidate with experience in Federal Programs; experience working with low-income, first-generation, and/or disabled students; and/or a background similar to those in the target population.

SALARY RANGE: Minimum \$39,352 - maximum \$60,104 based on experience and educational level for placement on Salary Schedule C3 05

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

1. Present program services to target schools' faculties, staffs, and eligible participants.
2. Secure student applications and parent information sheets from participants.
3. Assess students' abilities to benefit from services and eligibility to participate in program.
4. Generate publicity at target schools and to community at large.
5. Provide participants with individual, academic, and career counseling and guidance.
6. Develop and maintain relationships among participants, parents, and program staff.
7. Maintain required program records.
8. Provide informational services and referrals to participants and parents to assist participants in making appropriate decisions relative to their educational and career goals.
9. Provide standardized test information, registration forms required for postsecondary admission, analyzing and interpreting test results to participants and parents.
10. Review transcripts and test scores; recommending appropriate course of secondary study and providing information in a variety of related career fields.
11. Understand and provide secondary and postsecondary curriculum information, maintaining and updating admission and financial aid information and college catalog library.
12. Arrange and accompany participants on college field trips; assisting seniors in writing required autobiographies and writing individual letters of recommendation.
13. Assist high school seniors in final college selection, completing admission, financial aid and housing application by required submissions dates.
14. Develop and implement a follow-up procedure to ascertain postsecondary enrollment and retention of former participants.
15. Assist in the selection and screening of new participants.
16. Plan and supervise participant activities.
17. Perform 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 and click on "Employment 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**

APPLICATION DEADLINE: Completed applications must be received by 3:00 pm November 4, 2021 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 and relevant to position**).
- 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 letter head 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 7:30 a.m. to 5:30 p.m. Monday - Thursday and 7:30 a.m. to 11:30 a.m. on Fridays.