



ALABAMA SOUTHERN COMMUNITY COLLEGE

Intent to Employ

Posted Date: September 23, 2016

Closing Date: October 14, 2016

Note: This is a grant-funded position. In accordance with the provisions of the Students First Act, ACT-2011-270, non-probationary status cannot be attained by virtue of employment in this position, the funding and duration of which are finite.

Position: **Career Coach**

Minimum Qualifications: **Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.** Following are the minimum **required qualifications** for this position:

- Bachelor's degree in education, business, marketing, communication, or a related field from a regionally accredited college or university
- Enthusiasm and commitment to career exploration
- Strong work ethic and ability to work independently
- High degree of workplace professionalism
- Ability to communicate effectively both orally and in writing; proficiency in the English language.
- Competent use of the Microsoft Office suite

Preferred Qualifications: The following are the **preferred qualifications** for this position:

- Master's degree in education, business, marketing, communication, or a related field from a regionally accredited college or university.
- Experience with technical and terminal programs and curriculum
- Experience in an educational setting
- Knowledge of current employment trends
- Familiarity with a two-year college system, and with the Alabama Community College System in particular
- Knowledge of the Department of Labor's "16 Career Clusters" concept
- Should be comfortable using a web browser (Internet Explorer)

Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- Maintain regular and predictable attendance.
- Represent and promote the Career Pathway Program at Alabama Southern Community College.
- Assist high school students with career assessment and career exploration activities.
- Contact high school students via classroom or group presentations, one-on-one sessions, and/or student organization meetings; conduct classroom presentations in are high schools, middle schools, and career centers.
- Develop and nurture relationships with community representative and with business community leaders.
- Develop and maintain partnerships with agencies and organizations affiliated with the Career Pathway Program.
- Schedule and host business, industry, and college tours for high school students.
- Travel to service area schools and training sessions as required.
- Evaluate program outcomes as required by funding agent and develop a plan for necessary improvements.
- Engage in career assessment training and continuously monitor enrollment processes at the College.
- Assist in the coordination of the Adult Education Career Technical Dual Enrollment with the Adult Education programs and the welding programs.
- Collaboratively develop effective presentations and activities to facilitate career exploration activities and soft skills training, to include career-related enhancement programs.
- Promote and recruit students for career-related programs.

- Regularly engage in professional learning activities and actively seek information about developing trends and ideas.
- Comply with policies of the Board of Trustees, the Alabama Community College System, FERPA, the College and each assigned school.
- Coordinate activities with other College department.
- Perform other duties as assigned.

Salary: Salary level will be determined by educational attainment according to the Alabama Community College System Salary Schedule D-3.

Anticipated Begin Date: October 2016

Application Procedure: To be considered for an interview, the applicant must submit **all** of the following:

- **Letter of Application (signed)**
- **Current Resume'**
- **Completed Alabama Southern Community College Employment Application**
- **Copies of official transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.**
- **A minimum of three (3) professional references with addresses and phone numbers.**
- **Three (3) signed letters of recommendation.**

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

To secure an employment application, go to Employment Opportunities at www.ascc.edu. Send complete application packets to:

**Human Resources
Alabama Southern Community College
Attn: Kristi Smith
P. O. Box 2000
Monroeville, AL 36461**

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than 12:00 p.m. CST, Friday, October 14, 2016.**

Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable

fee of \$45.00 (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. Alabama Southern 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.

The college will not incur the cost of applicants' interview expenses.