



ALABAMA SOUTHERN COMMUNITY COLLEGE

Intent to Employ

Posted Date: August 12, 2016
Closing Date: September 2, 2016

- Position:** **TRIO Project Specialist**
(Multiple Positions)
- 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 Administration, Guidance Counseling, Psychology, Student Personnel or related area.
 - Two years of experience in student personnel, career counseling, advising, personal and academic counseling, or instruction.
 - Demonstrated experience working with students from low-income, academically disadvantaged populations.
- Duties and Responsibilities:** The duties and responsibilities of this position include, but are not limited to, the following:
- Developing and implementing Program activities as assigned by the respective Program Director.
 - Assisting and/or administering a battery of assessments, interest inventories, and other related assessments and inventories as assigned by the respective Program Director.
 - Assisting the respective Program Director in the selection process of eligible Program participants.
 - Assisting the respective Program Director in designing and conducting orientation sessions for assigned Program participants and parents.
 - Assisting participants of the respective Program in developing educational and life goals.
 - Submitting for approval by the respective Program Director, a master schedule for assigned Program activities and services.
 - Implementing the approved master schedule for assigned Programs and services.
 - Assisting participants with academic advising at the appropriate educational level relative to the respective Program. These responsibilities include the development of action plans for all assigned participants in accordance with the requirements specified in the respective grant application and amendments approved by the U. S. Department of Education.
 - Conducting and supervising tutorial sessions.
 - Making, where appropriate, home phone calls to parents and participants.
 - Diagnosing academic needs and placing all participants in appropriate classes for the assigned Program.
 - Establishing and maintaining cumulative folders on individual participants in assigned Program in accordance with the specifications of the respective grant application and amendments approved by the U. S. Department of Education.
 - Securing, where appropriate, grade and attendance reports from faculty on all participants of the assigned Program and academic counseling those participants who need additional assistance and implementing additional assistance as needed.
 - Assisting the respective Program Director in identifying and recruiting dropouts eligible for Program activities and services.
 - Conducting financial aid workshops for Program participants and potential participants.
 - Assisting participants in securing, scholarships, and financial aid.
 - Assisting participants, where appropriate, with admissions and related processes assigned by the respective Program Director.
 - Assisting the respective Program Director in the academic counseling of participants.
 - Working closely, where appropriate, with high school counselors to assist Program participants to select courses in accordance with their action plan.
 - Accompanying Program participants on cultural enrichment activities and industry visits.
 - Sponsoring and accompanying participants on College tours.

- Maintaining positive working relationships with the College faculty and staff community network.
- Assisting the respective Program Director in maintaining Program rosters and providing follow-up data for federal reports.
- Assisting with project outcomes assessment and participant follow-up activities.
- Maintaining comprehensive, timely, and accurate follow-up records for all assigned Program participants.
- Attending all staff meetings, College faculty meetings, and professional development activities.
- Developing applicable computer skills.
- Weekend work for Project Specialist assigned to certain Programs will be required.
- Extensive travel will be required for Project Specialist assigned to certain programs.
- Preparing, writing, and updating the assigned Program Curriculum Guides, preparing course syllabi and selecting, supervising, and evaluating classroom teachers providing Program instructional services if assigned to certain programs.
- Proficiency in developing and analyzing reports.
- Free from racial/ethnic biases.
- Represent the College in a positive manner both on and off campus.

Salary: Salary level will be determined by educational attainment according to Alabama Community College System Salary Schedule C3.

Anticipated Begin Date: Negotiable

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

- **Cover letter describing specifically how your experience and qualifications meet the minimum requirements.**
- **Current resume' showing education degrees earned and employment history.**
- **A 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.**
- **Three (3) letters of recommendation.**
- **A minimum of three (3) professional references with addresses and phone numbers.**

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 close of business day, CST, September 2, 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