



# Alabama Southern Community College

## INTENT TO EMPLOY

(posted June 24, 2015)

Position: Director of Project Reach Out (3/4 time prorata full position)

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:

- Master's degree in education, counseling, community service, or related field with an emphasis in administration.
- Three years' of supervisory experience.
- Experience in administering projects, managing budgets and grants, supervision of personnel, public relations skills, and sensitivity in working with economically/culturally-deprived secondary school students.
- Ability to manage the assigned Project REACH OUT Program and associated employees.

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

- Excellent interpersonal skills.
- Proficiency in communications skills.
- Ability to work well with others and work under pressure.

Duties and Responsibilities:

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

- Negotiating the assigned Project REACH OUT Program contract with the ADECA as approved by the President.
- Keeping cognizant of all federal/state regulations concerning the assigned Project REACH OUT Program as they become effective.
- Preparing, submitting, and responding to all reports required by the ADECA and the respective supervising office.
- Ensuring that comprehensive participant records and related Program files and records are developed and kept up-to-date.
- Conducting comprehensive participant follow-up studies in accordance with the provisions of the respective Program grant application and related federal/state requirements.
- Maintaining open lines of communications with the ADECA, the College, community partners, and organizations.
- Conducting and attending staff meetings.
- Serving as liaison to community agencies which provide services to the participants who are referred from the assigned Project REACH OUT Program.
- Providing support to College staff in preparation for writing Program grant proposals that, as a minimum, includes providing Program statistics, information, and follow-up information.
- Coordinating, where appropriate, with the College's Admission Office and area Career Centers.
- Coordinating project efforts between the College and the community.
- Assisting participants in securing, where appropriate, financial aid.
- Serving as project coordinator in a series of career counseling activities.
- Supervising maintenance of the filing system, academic counseling activities, and development of participants' records.
- Supervising the assigned Project REACH OUT Program staff and being responsible for the development and coordination of activities among the staff.
- Providing for orientation of new staff for the assigned Project REACH OUT Program.
- Developing and implementing professional development activities.
- Evaluating the assigned Project REACH OUT Program staff in accordance with College policy.
- Serving on and providing information to College committees as needed.

- Working closely with College officials on the development and administration of annual budgets for approval by the President.
- Conducting outcomes assessment and participant follow-up activities for the assigned Project REACH OUT Program.
- Performing other necessary duties that will promote the program on the local, state, and national levels.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule C3.

Anticipated Begin Date: Negotiable

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

- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required if employed.**
- **A minimum of three professional references with addresses and phone numbers.**

*Application materials submitted by fax or email 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 [www.ascc.edu](http://www.ascc.edu).** Send complete application packets to:

**Human Resources  
Alabama Southern Community College  
Attn: Rodney L. Lord  
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, July 15, 2015** to ensure full consideration.

**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 official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied 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 \$17.40 (additional charges may apply) for a criminal background check. Employment will be



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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.**