

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Post Date: August 20, 2020

GRANT FUNDED

Position: Part-Time Success Coach-Connect to your Future.
(Continuation of position is contingent upon grant renewal)

Minimum Qualifications:

1. Bachelor's degree **required**.
2. One (1) year of full-time related work experience **required**, preferably in adult education, career services, workforce education, social services or related field **required**.

Primary Purpose: This part-time position will provide academic guidance to eligible youth ages 16-24 enrolled in the Connect to Your Future Program. The Success Coach will be responsible for the development and facilitation of career webinars and presentation, as well as administrative tasks related including managing office communications, calendars and schedules for group and individual workshops, working with Case Manager delivery and documentation of wrap around services, handling information requests, and data input. This position will report to Workforce Education. The employee duties include the following:

Job Functions:

1. Gather and maintain information to prepare participants for academic and occupational learning, or employment/training opportunities, and program entry and success.
2. Identify potential barriers to program completion and identify resources to combat barriers.
3. Conduct individual and/or group workshops designed to enhance participant success and meeting outlined program objectives.
4. Coordinate with Case Manager, Workforce Education, and Adult Education to deliver services related to soft skills development, financial literacy, tutoring, entrepreneurial training, career development and other areas as outlined in the Connect to Your Future grant.
5. Conduct Leadership Development, Student Success/Job Success Workshops.
6. Assist with participant exit interviews and follow-up lasting up to 12 months after program completion.
7. Document services/activities for data entry purposes.
8. Knowledge and proficiency in computers.
9. Participate in staff development and in-service meetings.
10. Perform other related duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is \$25.00.

Application Deadline: 4:30 p.m., September 3, 2020

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-8598
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

EQUAL OPPORTUNITY EMPLOYER