

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



INTENT TO EMPLOY

Post Date: May 22, 2020

TEMPORARY APPOINTMENT

Position: Part-Time Workforce Education Career Coach
Continued employment is contingent upon the Temporary funding from the grant

Minimum Qualifications:

1. High School diploma or GED **required**; Associate / Bachelor's degree **preferred**.
2. A minimum of one (1) year of full-time related work experience **preferred**.
3. Possess a specific knowledge base in their subject area and be approved by the Director of Workforce Education.
4. Current Alabama Driver License **required**.

Primary Purpose: This position will be responsible for providing career coaching and job readiness to a grant-funded healthcare training program for the Center for Workforce Education. This position reports to the Director of Workforce Education. The employee will:

Job Functions:

1. Be responsible for coordinating student recruitment activities.
2. Be responsible for counseling students on training opportunities that lead to entry level positions.
3. Be responsible for helping students create a training and career action plan.
4. Coordinate the day-to-day operations of specified classes including the day to day communications with instructors.
5. Be responsible for collecting and reporting data on the outcomes of the training provided to students who enroll in the specified classes.
6. Provide job-readiness assistance to help students succeed in the classroom and prepare for careers in IT. Lead workshops on goal setting, time management, study skills, overcoming obstacles, financial planning, resume-writing, etc.
7. Assist Center for Workforce Education director and staff on special projects as time allows, particularly related to assisting single mothers with education and training.
8. Ability to travel around the immediate Birmingham area 1-2 days per week as needed.
9. Ability to work during day or evening hours.
10. Perform other duties as assigned.

Salary: Salary is based on 19 hours per week. Hourly rate is \$35.00.

Application Deadline: 4:30 p.m., June 8, 2020

Application Procedure: A complete application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Proof of Education.
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 dates 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 Qualification" section, verification from previous employer(s) required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> (For clarification, please contact Human Resources).
5. License

"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