

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



## INTENT TO EMPLOY

Posting Date: January 15, 2016

**Position:** Career Coach (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**.

**Job Functions:**

This full-time position will serve as a liaison between Jefferson State Community College and area high schools to plan and implement programs which recruit and advise students on career options. This will be accomplished by helping students use career assessment tools, job shadowing opportunities, career exploration activities, exposure to be the industrial and retail environments, and college experiences such as applications, enrollment, and financial aid. The person filling this position will report directly to the Director of Admissions and Retention.

The employee will:

1. Represent and promote the Career Transitions Program in local high schools.
2. Assist high school students with career assessments and career exploration activities.
3. Collaboratively develop effective presentations and activities to facilitate career exploration activities and soft skills training.
4. Conduct classroom presentations in area high schools, middle schools, and career centers.
5. Schedule and host business, industry, and college tours for high school students.
6. Coordinate job shadowing opportunities for high school students.
7. Develop and maintain partnerships with agencies and organizations affiliated with the Career Transitions Program.
8. Engage in career assessment training.
9. Regularly engage in professional learning activities and actively seek information about developing trends and ideas.
10. Use technology effectively for work processing, record-keeping, instructional applications, electronic communication, information and data management.
11. Comply with policies of the Alabama Community College System, FERPA, the College and each assigned school.
12. Travel to service area schools and training sessions.
13. Work with the Dean of Enrollment Services, Director of Admissions & Retention, and Director of Financial Aid to coordinate workshops with high schools students on applying for college admissions and financial aid.
14. Process incoming and outgoing correspondence.
15. Obtain, gather and organize essential data as needed and compile the data in a usable form.
16. Perform other duties as assigned.

**Salary:** \$36,958 to \$50,360 based on State Board of Education Salary Schedule E2/03 and experience.

**Application Deadline:** 4:30p.m., February 08, 2016

**Application Procedure:** A complete application packet consists of:

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. (For clarification, please contact Human Resources) **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)

**Materials may be submitted to:**

Jefferson State Community College  
Human Resources  
2601 Carson Road  
Birmingham, AL 35215  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, 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