

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



Posting Date: August 27, 2020

## INTENT TO EMPLOY

**Position:** Coordinator of Career Programs

### Minimum Qualifications:

1. Associate degree **required**. Bachelor's degree **preferred**.
2. A minimum of three (3) years of full-time working experience in a college or corporate setting **required**. Prior supervisory experience **preferred**. Experience teaching adults **preferred**.
3. Licenses: None

**Primary Purpose:** The primary purpose of the Coordinator of Career Programs is to develop, manage, and evaluate non-credit Career Programs for the Center for Workforce Education and oversee and manage instructors in a diverse range of training programs. The position primarily manages career programs and instructors for the department. This position reports to the Director of Workforce Education. The employee will:

1. Responsible for interviewing, hiring, and supervising all non-credit workforce education instructors.
2. Conduct onboarding and training for incoming instructors to ensure proficiency in adhering to policies and procedures of workforce education department.
3. Meet regularly with instructors and provide supervision, guidance, support, and feedback to ensure effectiveness.
4. Supervise the day to day operations of Career Programs including the activities and needs of all instructors. This includes, but is not limited to, identifying equipment, materials, supplies, and facilities' needs; reviewing syllabi, curriculum, and outcomes for career program classes.
5. Ensure that instructors regularly evaluate curricula, class materials, class learning aides, and instruction to ensure quality control.
6. Participate in recruiting and outreach efforts on behalf of the Workforce Education department to promote short-term training programs and generate interest.
7. Work with the Director, Office Manager, and the Business Office to document student, instructor, and class information that is needed for reporting.
8. Monitor registration data and recommend marketing and public relations efforts targeted at increasing enrollment. Implement recommendations when appropriate.
9. Provide regular analysis of instructor and program effectiveness to evaluate viability and make recommendation when needed.
10. Work with the Director and the Office Manager to create an annual schedule of class offerings, and regularly update the schedule as needed.
11. Promote innovative instructional approaches to foster student learning and effective teaching for workforce training classes.
12. Attend the first night of class for every Career Program and regularly monitor class progress by making unannounced visits to all classes.
13. Participate in recruiting and outreach efforts on behalf of the Workforce Education department to promote short-term training programs and generate interest.
14. Conduct him/herself in a professional manner and exhibit a positive image for Center for Workforce Education. Provide excellent customer services at all times which includes, but is not limited to exhibiting a positive, friendly demeanor, building rapport through greeting individuals who enter the Center and listening carefully to assess student need, and following up on commitments in a timely fashion.
15. Participate in community activities and organizations with non-profit partners and Career Centers.
16. Perform other duties as assigned.

**Salary:** \$40,000.00 to \$45,000.00 based on ACCS Board of Trustees Salary Schedule C-3, education and experience.

**Application Deadline:** 4:30 p.m., **September 11, 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. 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, and from an accredited Institution**.
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) 856-7899 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**