POSITION: Career Coach

POSITION AVAILABLE: May 2018

REQUIRED
- Bachelor's Degree from an accredited institution
- Experience conducting presentations, teaching, workshops, etc.
- Excellent oral and written communication skills
- Valid driver's license

PREFERRED
- Experience in a community college setting

SALARY SCHEDULE PLACEMENT: Range of $38,436-$52,374, based upon the Alabama Community College System Salary Schedule E3-3 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in the application packet.

JOB DUTIES AND RESPONSIBILITIES:
- Represent and promote career and technical programs in high schools and he community
- Assist students with career assessments and career exploration activities
- Conduct public relations efforts to promote technical and health programs
- Conduct college and career presentations in area high schools and the community
- Provide guidance to students regarding career choices
- Schedule and host college tours for students
- Develop and maintain partnerships with business and industry and organizations affiliated with career and technical programs
- Assist with planning and implementing student recruitment activities for technical and health programs
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Use technology effectively for work processing, record-keeping, instructional applications, electronic communication, information and data management
- Work with other college personnel to coordinate workshops with high school students on applying for college admissions, financial aid, and dual enrollment
- Process incoming and outgoing correspondence
- Obtain, gather and organize essential data as needed and compile the data in a usable form
- Participate in annual planning planning and evaluation sessions in support of the College's vision, mission, and institutional goals
- Participate in college events and functions
- Participate on division/college committees, teams, and task forces

- Establish and maintain positive working relationships with other administrative, faculty, and staff personnel
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Perform other duties as assigned by supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U. S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of:
- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position
- ✓ A hand signed Shelton State Community College employment application
- ✓ A current resume
- ✓ A copy of all postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.
- ✓ Employment verification letter(s) detailing all relevant experience. Employment verification letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.
- ✓ A copy of Valid driver's license

Application materials must be mailed, emailed, or hand delivered to:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **April 23, 2018 at 5:00 p.m.**   Incomplete or late application packets will eliminate the possibility of an interview.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, 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.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.