INTENT TO EMPLOY
May 11, 2016

DEADLINE EXTENDED – June 6, 2016

POSITION: Technical Education Career Coach

(This is a grant funded position, non-probationary status is not attainable.)

ESSENTIAL JOB FUNCTIONS:

- Conduct career awareness sessions for high school students via classroom or group presentations, individual sessions and/or student organization meetings, conduct classroom presentations in local high schools, middle schools and career technical centers
- Develop and nurture relationships with local high school representatives and with area business and community leaders
- Schedule and host business, industry and college tours for high school and college students
- Evaluate program outcomes and develop a plan for necessary improvements
- Assist high school students and guidance counselors with career assessment and career exploration activities
- Assist Technical Education and Truck Driving faculty to place graduates leaving the programs
- Assist Technical Education faculty with Attrition and Retention issues; including but not limited to, recruitment and retention of non-traditional students in non-traditional programs
- Plan and organize Career Fairs for the Technical Division Faculty and Students
- Assist with the Development and Implementation of a plan to address Perkins Core Indicators 3P1 (retention), 4P1 (placement), 5P1 (non-traditional participant) and 5P2 (non-traditional completer)
- Maintain accurate records and provide reports as directed by the Technical Education Director and Dean of Technical Education and Workforce Development
- Assist in implementing college policies, objectives, and functions in accordance with College philosophy and procedures
- Maintain appropriate work hours
- Adhere to prescribed policies of the College and the Alabama Community College System
- Perform other professional duties as assigned by the President, Dean of Technical Education and Workforce Development or the Technical Education Director

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited institution is required.
- Documented experience in industry/technical education programs or recruitment is required.
- Computer proficiency and excellent communication skills are required.

PREFERRED QUALIFICATIONS:

- Knowledge of current trends in Workforce Development is preferred.
SALARY: Commensurate with education and experience according to Salary Schedule E3 (salary: $32,494-$45,896)

BASE: Opelika Campus

APPLICATION DEADLINE: June 6, 2016; 4:00 p.m.

ANTICIPATED START DATE: June 2016

APPLICATION PROCEDURE: Applicant must meet the minimum qualifications and must submit a complete application packet by the deadline in order to be considered for the position. Please do not staple application material. Application material may not be submitted by fax or email.

A completed application packet consists of:
- Completed Southern Union State Community College employment application
- Updated resume with a list of three professional references
- Letter from current or a former employer verifying required work experience
- Transcript of college work verifying degree requirement; must include degree awarded and date conferred (Unofficial copies will be accepted before the deadline, but official transcripts must be received if employed.)

Full-time employees may apply by submitting a current resume with a list of three (3) professional references and a Letter of Intent addressing how he or she meets the minimum qualifications.

SUSCC applications are available at the Alabama State Employment Service and at www.suscc.edu. Mail application packets to the following address:

Southern Union State Community College  
ATTENTION: Human Resources  
P.O. Box 1000  
Wadley, AL 36276  
Telephone: 256/395-2211

A selection committee will review applications; selected qualified applicants will be interviewed; finalists will be recommended to the College President for consideration. Applicants must adhere to the College’s prescribed interview schedule and travel at their own expense.

In accordance with the Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable minimum payment of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Southern Union also participates in E-verify.

Southern Union State Community College is an equal opportunity employer. It is the official policy of Southern Union State Community College that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Southern Union State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.