



Posting Date: 1/31/2012  
Closing Date: 2/20/2012

# Northwest-Shoals Community College

## Counselor Tusculumbia Project Talent Search

Position Announcement

**STARTING DATE:** Approximately - April 1, 2012

**QUALIFICATIONS:**

- ♦ Master's Degree in Counseling from an accredited college required
- ♦ Minimum of two years' experience working with socially, economically, culturally and/or academically disadvantaged youth, required
- ♦ Knowledge of socioeconomic and educational conditions of the target area and schools
- ♦ Basic knowledge of college financial aid and admissions processes

**ESSENTIAL FUNCTIONS:**

- ♦ Provide career and academic counseling to program participants;
- ♦ Identify, assess & select Talent Search participants to recommend to the Project Director;
- ♦ Refer participants who need personal counseling to appropriate services or agencies;
- ♦ Administer and/or evaluate academic skill tests to assess individual participant needs;
- ♦ Assist in the development of Academic and Career Plans and document results of services provided by Talent Search;
- ♦ Identify, train, assign, and supervise instructors/tutors who work with participants and evaluate academic success and student learning data;
- ♦ Develop instructional sessions based on individual learning needs specified in the Academic and Career plan for each participant;
- ♦ Coordinate the development of workshops on study skills and other topics related to participants' needs and interests;
- ♦ Use appropriate evaluation tests to continually assess the progress of each student;
- ♦ Provide tutors and participants with relevant instructional aides;
- ♦ Consult with the faculty and parents concerning Talent Search participants;
- ♦ Evaluate high school transcripts against college/university curriculum guides to facilitate enrollment;
- ♦ Assist with financial aid applications and college admissions applications through workshops, parent meetings, and direct student contacts;
- ♦ Plan, arrange and accompany participants on college and career visits;
- ♦ Assist in project evaluation: track participants for the purpose of documenting school promotion, graduation, financial aid applications, college admission applications, and college enrollment;
- ♦ Serve as an advocate for Talent search participants;
- ♦ Submit reports as required to the Project Director.

**SALARY:** Appropriate placement on State Salary Schedule C-3 (\$39,924 - \$61,002)

**APPLICATION PROCEDURES:**

**A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (2008),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official) or certification and*
- *verification of prior work experience (letters from previous/present employers).*  
*Work experience verification in **writing, signed, and on letterhead** stating beginning and ending dates of employment and position title from other employers confirming the required level of experience as stated in the "Qualifications" section.*
  - *Minimum of two years' experience working with socially, economically, culturally and/or academically disadvantaged youth, required*

**Submit application packet to:**

Northwest-Shoals Community College  
Human Resources  
P.O. Box 2545 (800 George Wallace Blvd)  
Muscle Shoals, AL 35662  
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: [hr@nwscc.edu](mailto:hr@nwscc.edu)

**CLOSING DATE:**

**Applications should be received by no later than 4:00 p.m., Monday, February 20, 2012**

**Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.**

*Transcripts and letters of verification of prior work experience must be received by the deadline date!*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.*

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*Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, 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. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding.*

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***