



Posting Date: February 22, 2018

Northwest-Shoals Community College

Educational Advisor Educational Talent Search (Grant Funded Position)

Position Announcement

STARTING DATE: Ongoing

QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Education or related field, **required**.
- Minimum of two years of experience working with socially, economically, culturally and/or academically disadvantaged youth, **required**.
- Knowledge of socioeconomic and educational conditions of target area and schools, preferred.

**ESSENTIAL
FUNCTIONS:**

- Recruit and screen eligible participants, 6th-12th grades in assigned schools, as well as out-of-school participants.
- Provide career and academic counseling to program participants and carry out the objectives of the Educational Talent Search program at assigned target schools.
- Provide individual, group counseling, and advising services for Educational Talent Search project participants and make referrals to proper support agencies or agencies as needed.
- Develop instructional sessions based on individual learning needs specified in the Academic and Career plan for each participant.
- Consult with the faculty and parents concerning Talent Search participants.
- Document all family consultations, group presentations, etc., and maintain Educational Talent Search participant records.
- Provide Educational Talent Search eligibility documentation to the Project Director.
- Provide college financial aid and career information to Educational Talent Search participants concerning postsecondary education, assisting seniors in assigned high schools, as well as reentry students with financial aid and college application processes.
- Arrange mentoring, tutoring, and career fair activities at assigned schools.
- Submit reports as required to Director.
- Participate in parent/teacher conferences at assigned schools and document.
- Plan, arrange and accompany participants on college and or career visits.

SALARY: Hourly rate \$16.00 - \$20.00 depending on education. (19 hours or less per week with **NO BENEFITS**)

**APPLICATION
PROCEDURES:**

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form (must be signed),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of two years of experience working with socially, economically, culturally and/or academically disadvantaged youth as required under "Qualifications"*

*Verification of two years of experience working with socially, economically, culturally and/or academically disadvantaged youth must be submitted from current or previous employer(s) and must be in **writing, signed, and on letterhead**. Letters must include beginning and ending dates of employment, positions held, and indicate full-time or part-time.*

Submit application packet to:

Northwest-Shoals Community College
Office of 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

CLOSING DATE: **Applications will be received on an on-going basis.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

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.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.