



Northwest-Shoals Community College

Upward Bound Academic Advisor Muscle Shoals Campus

Position Announcement

STARTING DATE: On going

- QUALIFICATIONS:**
- Bachelor's Degree in Education or related field, **required.**
 - Minimum of three years of experience working with socially, economically, culturally and/or academically disadvantaged youth, **required.**
 - Trio experience, preferred.
 - Personal or professional experience in overcoming barriers similar to those confronting the target population, preferred.

(This is a grant-funded position. Continued employment is dependent on continued funding.)

**ESSENTIAL
FUNCTIONS:**

- Assist in the recruiting and screening of eligible participants, ninth through twelfth grades in target schools.
- Assist with program activities to ensure that project objectives are met in accordance to proposed timelines.
- Assist in the coordination and implementation of the Summer Residential Program and assure participants are appropriately placed in classes/tutoring.
- Assist in the day-to-day operations of Summer Residential Program.
- Assist in coordinating cultural/educational trips.
- Assist in assuring that college financial aid, scholarship and career information is provided to Upward Bound Participants.
- Coordinate tutoring program in target schools and assure participants' academic needs are being addressed.
- Provide supervision for Professional Tutors and Resident Assistant.
- Assist with the identification, employment, training of Professional Tutors, Resident Assistants and other project personnel as needed.
- Maintain a library of postsecondary institutions' catalogs, financial aid reports, college admissions requirements and career development materials for use by the program.
- Plan, develop and coordinate educational, social, cultural and recreational activities for the academic year and summer component.
- Assist project graduates seeking admission to postsecondary educational programs and coordinate their placement and follow-up.
- Assist with weekend workshops and cultural trips.

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,*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of three years of experience working with socially, economically, culturally and/or academically disadvantaged youth as required under "Qualifications"*

Verification of three 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, position 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 accepted until all positions are filled.

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.