



Posting Date: January 30, 2019  
Closing Date: February 13, 2019

# Northwest-Shoals Community College

## *Adult Education/ Ready-To-Work Program Coordinator*

*(Grant Funded Position)*

Position Announcement

**STARTING DATE:**     **Approximately - March 2019**

- QUALIFICATIONS:**
- Minimum of a Bachelor's degree from an accredited college, **required**.
  - Prior work experience in a Ready-To-Work (RTW) and/or Adult Education (AE) program, **required**.
  - Two years of supervisory experience, **required**.
  - Experience working with socially, economically, culturally and/or academically disadvantaged populations, preferred
  - Knowledge of E-SESS, FDIC, TABE, AAESAP, Work Keys, and WorkKeys Curriculum computer programs, preferred.

- ESSENTIAL FUNCTIONS:**
- Assist with the strategic planning, staff development, implementation, and evaluation of programs leading to continuous improvement of the AE/RTW Programs.
  - Assist in classroom observations to ensure AE/RTW practices are following current standards.
  - Assist with the maintenance of program documentation, files and required reports for accuracy and program performance.
  - Assist in the supervision of program staff.
  - Assist with promotion of AE and RTW programs and their initiatives.
  - Substitute in the AE/RTW classroom if needed.
  - Maintain a flexible working schedule to service both day and night classes, as well as off campus classes.
  - Assist with gathering follow-up information on program participants.
  - Work with local businesses, industries, and Career Centers to assist students in job placement.
  - Assist with grant proposals for continued funding.
  - Maintain knowledge of college programs and services to recruit non-traditional students.
  - Provide career advising to program participants and develop individual plans of action.
  - Promote additional training (OSHA 10 and Forklift Certifications) available for eligible program participants and coordinate the seat arrangements with Workforce Solutions.
  - Coordinate with other college personnel to schedule campus tours.
  - Introduce students to NW-SCC and organize informational sessions
  - Navigate students through the college admissions process (admissions application, transcript requests, placement testing, FAFSA, WIOA, scholarship applications, etc.)
  - Work with other college personnel to provide support for students dually enrolled in AE and NW-SCC.
  - Perform related work as assigned.

**SALARY:**                     Compensation is in accordance with the Alabama Community College System's Salary Schedule

C3-0 (\$42,559 - \$65,028).

**APPLICATION  
PROCEDURES:**

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

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume,*
- *postsecondary transcripts (unofficial or official), and*
- *written verification of prior work experience in Ready-to-Work and/or Adult Education program AND two years of supervisory experience as required under “Qualifications.”*

*Verification of prior work experience in Ready-to-Work and/or Adult Education program AND two years of supervisory experience 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](mailto:hr@nwscc.edu)

**CLOSING DATE:** **Applications should be received by no later than 4:00 p.m., Wednesday, February 13, 2019.**

*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.*

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*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.*