



Posting Date: September 1, 2015

# Northwest-Shoals Community College

## *Ready to Work Program Facilitator/Career Advisor*

*Shoals and Phil Campbell Campuses*  
*(Part-time)*

Position Announcement

- STARTING DATE:** Ongoing
- QUALIFICATIONS:**
- Minimum of a Bachelor's degree from an accredited College, **required**.
  - Prior work experience with diverse populations, preferred.
  - Prior work experience in business and industry, preferred.
  - Prior work experience in Ready-To-Work program or similar career readiness program, preferred.
- ESSENTIAL FUNCTIONS:**
- Instruct RTW participants in independent study modules for career readiness skills.
  - Assist Program Coordinator in assessing participant strengths and weaknesses for preparation of individual training plans.
  - Conduct pre- and post-tests on participants in the program to measure skills improvement and success.
  - Ensure that participants are instructed in appropriate skills areas as identified in career and academic assessments. Prepare accurate documentation related to grades, participant progress, files and program efficiency and effectiveness.
  - Establish positive rapport and supportive relationship with program participants.
  - Provide career counseling to program participants
  - Conduct Career Inventory assessments
  - Assist Program Coordinator in reports related to program instructional components.
  - Assist in program recruitment and publicity efforts.
  - Represent the college and RTW program in a positive manner to community and educational organizational within the service area.
  - Participate in meeting, activities and committees related to the RTW program.
- SALARY:** Hourly rate \$16.00 - \$20.00 depending on education. (19 hours or less per week with **NO BENEFITS**) (100% Grant funded)

- APPLICATION PROCEDURES:**
- A complete application packet consists of the following:**
- *a completed Northwest-Shoals Community College application form (must be signed),*
  - *a current resume, and*
  - *postsecondary transcripts (unofficial or official).*

**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@nwsc.edu](mailto:hr@nwsc.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.***

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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.***