



Posting Date: January 21, 2020

# Northwest-Shoals Community College

## Apprenticeship Advisor (Part-Time)

Position Announcement

**STARTING DATE:** On going

**QUALIFICATIONS:**

- Minimum of a bachelor's degree from a regionally accredited college, **required.**
- Two years of directly-related experience (manufacturing, program or project management, career/technical education, education, counseling, etc.), **required.**

**ESSENTIAL FUNCTIONS:**

- Assist in the recruitment of new employers as apprenticeship sponsors.
- Coordinate high school visits and attend college/career fairs to promote apprenticeship programs.
- Recruit apprenticeship programs participants.
- Track student progress throughout the apprenticeship programs, from recruitment through job placement.
- Assist in maintain records for all apprenticeship students, administer exit surveys upon student completion, and collect and maintain program statistics.
- Assist in the coordination of the application, acceptance, and orientation of new students to apprenticeship programs.
- Attend apprenticeship training and conferences and convenings.
- Provide academic and career advice to apprenticeship programs students.
- Assist College apprenticeship programs staff with working with the Alabama Office of Apprenticeship (AOA) and the Alabama Community College System (ACCS) to ensure all of the College's apprenticeship programs are appropriately state-certified as either registered (DOL-RA) or as industry-recognized and comply with all applicable state and federal requirements.

**SALARY:** \$16 per hour. Up to 19 hours a week, no benefits.

**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), which must include institution's name, college degree, and degree date, and*
- *verification of two years of experience in manufacturing, program or project management, or career/technical education as required under "Qualifications"*

**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

**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.*