



Northwest-Shoals Community College

Retention Specialist CCAMPIS Grant (Part-Time)

Position Announcement

STARTING DATE: On going

QUALIFICATIONS:

- High School Diploma/GED, **required.**
- A minimum of two-years of college in a business related field, preferred
- Experience working with a database and student management software, preferred.
- Experience working with low income students, preferred.

ESSENTIAL FUNCTIONS:

- Maintain security and confidentiality of all aspects of the Child Development Center Office and CCAMPIS participants.
- Maintain student files and submit required records.
- Work closely with the CCAMPIS coordinator to ensure that documentation is maintained according to federal requirements and that participants are adhering to the Participant Agreement.
- Pass the Clearance of State Central Registry of Child Abuse/Neglect as set up by the Alabama Department of Human Resources (DHR), Division of Family and Children's Services, and a DHR Criminal History Background Check.
- Meet federal requirements for working in a child care facility.

SALARY: Hourly rate \$10.00 per hour. (19 hours or less per week with **NO BENEFITS**)

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

- *completed Northwest-Shoals Community College application form (original signature required),*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official), if applicable.*

“EMAILED OR FAXED APPLICATION MATERIALS WILL NOT BE ACCEPTED”

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.

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.