



# WALLACE STATE HANCEVILLE

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## *Vacancy Announcement*

*10/6/09*

*Deadline Extended*

**POSITION: Adult Education Career**  
(1 year position pending continual grant approval)

**Advisor**

**REPORTS TO:** Director of Adult Education

**DESCRIPTION:** Wallace State Community College is seeking qualified a full-time dynamic person to serve as a Career Advisor for Adult Education students and potential student to plan and implement recruitment and advisement of career options. This will be accomplished by assisting students with career assessment tools, career exploration activities, exposure to industry and retail environments, and college experiences such as applications, enrollment, and financial aid.

**QUALIFICATIONS:** Career Advisor must meet the following applicable credential criteria:

- Bachelor's degree in education or related field **required**
- Knowledge of Wallace State Community College and the Alabama Community College System
- Knowledge of technical and terminal programs and curriculum
- Knowledge of the Department of Labor "16 Career Clusters" concept preferred
- Effective oral and written communication skills **required**
- Effective human relations skills; professionalism, enthusiasm and commitment to career exploration **required**
- Experience in an adult educational setting **preferred**
- Knowledge of current employment trends **preferred**

**RESPONSIBILITIES:**

- Assist students with career assessments and career exploration activities
- Collaboratively develop effective presentations and activities to facilitate career exploration activities and soft skills training
- Conduct presentations for classrooms, industry supporters, and Career Link clients
- Schedule and host business, industry, and college tours for students
- Coordinate job shadowing opportunities for students
- Develop and maintain partnerships with agencies and organizations affiliated with the Wallace State Adult Education Program, the Wallace State Action Center, the Alabama Career Link Centers within the service area, and the Career Transitions Program
- Engage in career assessment training and continuously monitor enrollment processes of students entering employment, entering postsecondary education, or job training
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Use technology effectively for word processing, record-keeping, instructional applications, electronic communication, and information and data management
- Comply with policies of the State Board of Education, the Department of Postsecondary Education, and the College
- Travel to service area schools and training sessions
- Perform other duties as assigned

**WORK HOURS:** As Assigned

**SALARY:** Appropriate placement on salary schedule E3 (\$28,032 - \$50,360) of the Alabama Department of Postsecondary Education Salary Schedule.

**ANTICIPATED START DATE:** As Negotiated.

**APPLICATION PROCEDURE:** Complete application packets will be accepted by the Human Resources Department at the College. A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date (within one year) signed professional letters of reference and three (3) personal references with addresses and phone numbers. Incomplete or delinquent packets will not be considered.

**RETURN PACKETS TO:**

**Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Phone: 256-352-8029**

**DEADLINE DATE:** The deadline for receipt of all application materials is 3:00 p.m., November 6, 2009.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

**INTERVIEW PROCESS:** The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and maybe a skill evaluation. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

**ADDITIONAL INFORMATION:** The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

*Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. **The College reserves the right to withdraw this job announcement at any time prior to the awarding.***