Vacancy Announcement
9/21/2015
(Continued employment contingent upon funding)

POSITION: Educational Talent Search Counselor

REPORTS TO: Director of Educational Talent Search

JOB SUMMARY: The counselor for Educational Talent Search shall report to the Project Director with the primary job responsibility being to develop and service the client caseload. This service includes academic, career, college, and financial aid counseling to students in the Educational Talent Search Program.

MINIMUM QUALIFICATIONS:
- Bachelor’s degree in Counseling, Education, or related field from an accredited institution is required
- Evidence of ability to quickly obtain fluency in college admissions process and federal financial aid
- An understanding of socio-economic and academic needs of clientele served through Educational Talent Search Program
- Demonstrated ability to develop, plan, and conduct program related workshops and events
- Experience in evaluating student performance and program effectiveness
- Effective oral and written communication skills
- Must be able to work independently
- Ability to establish and maintain effective working relationships with students, other employees, and the public in a pleasant and effective manner
- Ability to maintain confidentiality of information
- Proficient in Microsoft Word, Excel, and administrative computing systems

RESPONSIBILITIES: The duties and responsibilities of this position include the following:
- Assist the Project Director in accomplishing all aspects of the Talent Search project including participant recruitment/selection, delivery of services, assessment, documentation, evaluation and follow-up
- Design, promote and implement college readiness, financial aid, financial literacy, and career exploration activities and workshops to project participants, parents and other agency personnel
- Provide assistance with the college application process, scholarship searches, and financial aid process to project participants and families.
- Develop and maintain a client workload, maintaining documented services in electronic records and hard-copy files
- Distribute program information to target schools, agencies, institutions and organizations
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Use the computer effectively for word processing, instructional application, electronic communication, information and data management
- Post and maintain regular office hours in accordance with policy
- Actively participate in department/division/college committees, staff meetings and campus activities
- Perform other duties as assigned by the immediate supervisor, Division Dean, or President
**SALARY:** Appropriate placement on State Salary Schedule C3 ($30,000-$40,000) of the Alabama Department of Postsecondary Education Salary Schedule.

In accordance with Alabama Community College System policy and procedures, the applicant selected for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background investigation. **DO NOT SEND PAYMENT WITH YOUR APPLICATION. THIS FEE WILL ONLY BE REQUIRED FROM THE INDIVIDUAL HIRED.**

**ANTICIPATED START DATE:** As Negotiated.

**APPLICATION PROCEDURE:** A complete application packet must be received in the Human Resources Office no later than October 16, 2015. A complete application packet consists of:

1. Completed Wallace State Community College employment application with three work references
2. Résumé
3. Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position
4. Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
5. Separate transcripts from each college attended (photocopies will suffice until employed)

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at [www.wallacestate.edu/employment](http://www.wallacestate.edu/employment) or by calling (256) 352-8029 and should be submitted to:

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

**APPLICATION DEADLINE:** The deadline for receipt of all application material is 1:00 p.m. CST, October 16, 2015

The Recruitment and Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of the following activities: question/answer session and/or skills assessments. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

**ADDITIONAL INFORMATION:** The College reserves the right to fill the position within four months of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Further, the College reserves the right to fill more than one position should circumstances warrant the need to fill more than one position.

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 School reserves the right to withdraw this job announcement at any time prior to the awarding. **Wallace State Community College participates in the E-Verify system to verify employment eligibility for all newly hired employees.**
Wallace State Community College is accredited by the Commission on Colleges by the Southern Association of Colleges and Schools to award Associates Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Wallace State Community College.