



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Part-Time

POSITION:

West Alabama CDL and Non-Credit Coordinator

Posting Date 07/18/2020

Closing Date: Ongoing

Anticipated Starting Date

Immediately

SCOPE OF RESPONSIBILITY: The West Alabama CDL and Non-Credit Coordinator is responsible for the coordination of the Wallace Community College Pre-CDL, CDL, and Non-Credit Programs in West Alabama. As such this position is accountable for developing and fostering relationships with business and industry leaders in West Alabama for education and training opportunities in the non-credit and short-term program goals. The ideal candidate will be responsible for collaborating with the Workforce Development Director (WFD), Department Chairs, and Dean of Technical Program and Workforce Development. Finally, this position must maintain confidentiality in all aspects of student records as mandated by FERPA and institutional policies.

Salary Schedule Placement:

Commensurate with education and experience according to Salary Schedule L.

ESSENTIAL JOB FUNCTION, DUTIES & RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, Campus Director, Dean of Technical and Workforce Development, Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Coordinate all Pre-CDL and CDL training in Demopolis, Alabama
- Collaborate with Career Center Demopolis to assist CDL and other Non-Credit applicants with attaining WIOA funding
- Coordinate recruitment of participants for the CDL program and Non-Credit training programs in Marengo, Sumter, Hale, Greene, Wilcox and Perry Counties
- Coordinate advertisement for CDL and Non-Credit Programs for West Alabama Service area for Wallace Community College
- Collaborate all Non-Credit Training with Department Chairs and WFD Director, and Dean of Technical Programs & Workforce Development
- Attend West Alabama Region 3 Workforce Development meetings on behalf of the College
- Coordinate with business and industry leaders regarding industry needs
- Ensure all Non-Credit Programs and CDL training programs are created and managed in Canvas, LMS
- Support growing industries
- Engage and foster collaborative partnership with Economic Developers
- Collaborate with the WFD Director, Department Chairs and Dean of Technical programs & Workforce Development to assess workforce needs

- Coordinate efforts with the WFD Director, Department Chairs and Dean of Technical programs & Workforce Development, Demopolis Campus Director to assist the College in becoming a central hub for regional workforce development activities.
- Assist with grant writing to expand and continue non-credit and training programs
- Participate in college functions
- Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor's Office, and the College.
- Perform other duties as assigned by the Dean of Technical Programs and Workforce Development, and the President

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree Required from a regionally accredited institution.
2. At least 2 years of supervisory experience
3. Must be able to travel
4. Effective oral and written communication skills.
5. Ability to handle multiple tasks, planning, organizing and prioritizing with minimum supervision.
6. Ability to maintain confidentiality of office information.

PREFERRED QUALIFICATIONS

1. Master's Degree from a regionally accredited institution
2. Proficient computer skills and use of technology
3. Experience in grant writing

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at www.wccs.edu and should be returned to: Human Resources Department

Wallace Community College Selma
 3000 Earl Goodwin Parkway
 P.O. Box 2530
 Selma, AL 36702-2530
 Phone: 334-876-9319, 876-9338
 Fax: 334-876-9250
 Website: www.wccs.edu

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

Please Note: If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

APPLICATION DEADLINE

All applications must be received in the Human Resources office. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

***Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.*