



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

GRANT-FUNDED

Intent to Employ **Part-Time -Temporary**

POSITION:

Integrated Education Training Coach

Continued employment is contingent upon funding from the grant

Posting Date 02/3/2020

Closing Date: Ongoing

Anticipated Starting Date

Immediately

SCOPE OF RESPONSIBILITY: The Integrated Education Training Coach is responsible for coaching students that are enrolled in non-credit and short-term programs of the college. As such this position is accountable for mastering and tracking students' progress from prospect to enrollee and ultimately achieving or exceeding specific enrollment and achievement in the non-credit and short-term program goals. The ideal candidate will be competitively target-driven, possess positive energy, confidence, and exceptional communication skills. Must be oriented toward teamwork and collegiality and possess the willingness to work flexible hours as this position requires regular participation in on- and off-campus workshops/events. It is necessary for the coach to be able to problem solve with appropriate cognitive abilities and to multi-task, prioritize, motivate and track students' progress, and efficiently manage time. This person will be one who loves to meet new people and knows how to use every opportunity to network and turn it opportunity into business results. 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:

- Identify target populations and develop recruiting strategies that track each subpopulation through the recruiting and enrollment funnel: prospects, inquiries, applications, completed applications, and enrolled students in non-credit and short-term programs.
- Track students' achievement progress in each of the non-credit and short-term programs in collaboration with the Student Success Center.
- Generate and submit weekly enrollment management reports that record monitoring student progress and updates.
- Assist with special activities/events to get prospects/inquiries/applicants engaged with campus throughout the community.
- Work with Other Departments regarding activities, advertisements, communications, and printed materials related to coaching students for non-credit and short-term programs.
- Comply with all policies of the Alabama Community College System Board of Trustees, the ACCS Chancellor's Office, and the College.
- Participate in College functions
- Perform other duties as assigned by the Director of Workforce Development, Dean of Technical Programs and Workforce Development, and the President.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree Required
2. Must be able to travel
3. Valid and unexpired driver's license.
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.

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.