



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

GRANT -FUNDED

Intent to Employ

Full-time -TEMPORARY APPOINTMENT

POSITION

Student Support Services Transfer Coordinator (FT)

Continued employment is contingent upon funding from the grant

Posting Date:

4/7/2021

Closing Date:

4/30/2021

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Sociology, Psychology, Social Work, or related field from a regional accredited institution
- Experience working with low-income and first-generation college students
- Excellent oral and written communication skills
- Proficient in Microsoft Office Suite and social media/electronic communications.

PREFERRED QUALIFICATIONS

- Master's Degree in Sociology, Psychology, Social Work, Higher Education, or related field from a regional accredited institution
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule C3- \$31,041.92-\$48,780.16

DUTIES & RESPONSIBILITIES

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

- Provide academic, career and course advising and counseling.
- Recruitment and Selection of qualified program applicants.
- Determine eligibility of program students.
- Administer aptitude and career assessment tests.
- Plan supportive and appropriate services for students.
- Register program students.
- Monitor progress of program students.
- Submit monthly and semester reports on students' progress.
- Maintain high moral and ethical standards.
- Work well with others and show respect to all college constituents.
- Coordinate and participate on transfer trips and cultural events for program participants.
- Some overnight and weekend work/travel is required.
- Organize and work independently as well as in group settings
- Maintain accurate Student records.
- Maintain confidentiality of all College records.
- Perform data entry, word processing, and database management functions.
- Perform other job related duties and responsibilities as assigned by the Student Support Services Director, Dean of Students, or the President.

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, 876-9373
Fax: 334-876-9334
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 application information must be received by **12:00 PM CST Friday, April 30, 2021**. 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.