Central Alabama Community College  
Position Vacancy Announcement

Posting Date: September 28, 2016  
Closing Date: October 12, 2016 at 2:00 p.m. CST

POSITION:

Part Time  
Upward Bound Counselor  
Childersburg Campus  
(not to exceed 19 hours per week)

POSITION SUMMARY:
The Upward Bound Counselor will be responsible for providing post-secondary advisement and facilitating financial literacy sessions to program participants. Responsibilities and duties include hosting college campus tours, evaluating transcripts, organizing and leading workshops, administering goal setting activities, and assisting with financial aid and scholarships. Upward Bound is a federally funded TRIO project. This is a temporary, grant-funded position. Continued employment is dependent on continued funding.

MINIMUM QUALIFICATIONS:
1. Master’s Degree in Education, Counseling, or related field is required.
2. Three years of experience in providing counseling/academic advisement to students is required.
3. Three years of work experience in sectors that serve disadvantaged students is required.
4. Effective oral and written skills are required.
5. Proficiency in Microsoft Office is required.
6. Data management experience is required.
7. Experience in organizing and hosting events is required.
8. Ability to travel to and from instructional sites and to participate in scheduled activities is required.
9. Ability to work collectively with high school staff, community agencies, and other programs in the service area is required.
10. Ability to work non-traditional work hours is required.
11. Previous experience with Trio programs is preferred.

ESSENTIAL FUNCTIONS:
In addition to adhering to the guidelines as specified by the CACC Employee Handbook, the Alabama Community College System, Alabama Community College System Board of Trustees and the Dean of Students and Upward Bound Director, duties will include:
1. Providing students and parents with information related to educational advancement, financial aid, and career advisement.
2. Adhering to the College standards for professionalism and confidentiality.
3. Interviewing potential Upward Bound students and parents.
4. Organizing campus tours, educational trips, and cultural activities.
5. Collecting and maintaining accurate data and assists with the Annual Performance Report.
6. Maintaining a comprehensive and efficient filing system, including paper and electronic files, for all correspondences, data, record, documents, and files.
7. Supervising students during activities, including overnight functions.
8. Representing the program at community events.
9. Assisting students with secondary and post-secondary course selection.
10. Assisting students with FAFSA, scholarships, and other forms of financial aid applications.
11. Organizing financial literacy and college preparatory workshops.
12. Assisting students with completing college admissions requirements.
13. Evaluating transcripts and provides advisements services.
14. Developing a performance plan to ensure students are meeting the requirements of the grant.
15. Assisting with the development of the Upward Bound schedule.
16. Maintaining a positive relationship with the local target high schools.
17. Preparing materials for meetings.
18. Attending professional development opportunities and sharing information with colleagues.
19. Performing additional duties as assigned as related to the position.

**SALARY:**

$22.00 per hour - *This is a temporary, grant-funded position. Continued employment is dependent on continued funding.*

**APPLICATION PROCEDURE:**

Applicants must meet the minimum qualifications and a completed application packet must be received by the deadline of October 12, 2016 at 2:00 p.m. CST in order to be considered for the position. Applications are available at [www.cacc.edu](http://www.cacc.edu). Direct access to Human Resources is 256-378-2010 or 256-378-2011.

A complete packet consists of the following:

1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC).

Faxed or emailed application materials will not be accepted.

**Mail application packet to:**

Central Alabama Community College
Human Resources
34091 U.S. Hwy. 280
Childersburg, AL 35044

**ANTICIPATED START DATE:**

As needed.
Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System that no person shall, on the grounds of race, color, disability, 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.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

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 non-refundable fee of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.