



Central Alabama Community College

Position Vacancy Announcement

Posting Date – April 4, 2017

Closing Date – April 25, 2017 at 2:00 p.m. CST

POSITION:

Student Support Services Academic Coaching Specialist Alexander City Campus

**POSITION
SUMMARY:**

The Academic Coaching Specialist in the Student Support Services program, a federally funded TRIO project, provides academic advising and coaching using a case management approach to project participants. The Academic Coaching Specialist teaches specialized learning strategies and provides career guidance and life skills development along with referrals for learning assistance to program participants. *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 from a regionally accredited institution of higher education is **required**.
2. Three years' experience in an educational setting developing and implementing academic assistance and services students in the target population served by the grant is **required**.
3. Demonstrated effective computer skills are **required**.
4. Demonstrated excellent written and oral communication skills are **required**.
5. Ability to coordinate and plan multiple activities and events is required.
6. Demonstrated ability to successfully work with the targeted population is **required**.
7. Ability to travel to and from campus locations and attend activities and events in designated areas as assigned is **required**.
8. Excellent customer services skills are required and ability to work with diverse populations is **required**.
9. Ability to work in a high demand collaborative team work area, maintain a positive attitude, communicate effectively, and manage multiple priorities is **required**.
10. A valid State of Alabama Driver's License is **required**.
11. Experience in academic counseling, coaching or advising is *preferred*.
12. Experience in postsecondary education is *preferred*.

**ESSENTIAL
FUNCTIONS:**

1. Assist the SSS Project Director in the implementation of activities and programs specified in the SSS project.
2. Assist the SSS Project Director in completing required reports as specified in the SSS project.
3. Plan and conduct college and university tours.
4. Provide academic advising to students and assist with course selection each term.
5. Teach specialized learning strategies, career guidance, and life skills workshops designed to meet the needs of underrepresented and other low-income students to project participants.

6. Schedule financial aid and financial literacy workshops for participants each term.
7. Monitor the academic progress of all program participants and refer at-risk student to support services.
8. Provide transfer and graduation advising to participants.
9. Schedule workshops and appointments to enhance the personal development of participants.
10. Maintain and document student participation and student records including all academic records, test scores and progress sheets in accordance with grant mandates and institutional requirements.
11. Recruit and retain students for the program.
12. Refer students with documented disabilities to the Americans with Disabilities Act (ADA) Coordinator for the College and act as a liaison to assist the student.
13. Teach participants specialized learning strategies, career guidance, and life skills workshops designed to meet the needs of underrepresented and other low-income students.
14. Assist in developing academic early warning and referral services for participants.
15. Assist in strengthening articulation and transfer pathways with colleges and universities and assist with developing transitional services.
16. Prepare a student plan for each participant.
17. Maintain on-going bi-weekly contact with participants via phone, email, text messages and/or social networking sites to monitor progress.
18. Assist with and help to conduct formal project introductions and transitional activities for all new participants.
19. Serve as an advocate for program participants to ensure that the participants receive the academic and personal services that support the increase of retention and graduation rates of low-income, first-generation college students, or students with disabilities.
20. Conduct student interviews.
21. Assist in the assessment of students for the program.
22. Participate in professional development activities and attend training workshops as required.
23. Serves on college committees.
24. Adhere to all policies and procedures as set forth by the College and the Alabama Community College System.
25. Perform other duties related to the position.

**APPLICATION
PROCEDURE:**

Applicants must meet the minimum qualifications and a completed application packet must be received by the deadline of **April 25, 2017 at 2:00 p.m. CST** in order to be considered for the position. Applications are available at www.cacc.edu. Direct access to Human Resources is 256-378-2010.

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**

SALARY:

Appropriate placement on State Salary Schedule C3

This is a temporary, grant-funded position. Continued employment is dependent on continued funding.

Incomplete application packets and/or application packets received after the closing date will eliminate the possibility of an interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations, when contacted for the interview. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

ANTICIPATED

STARTING DATE:

As soon as possible after the closing date.

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.