



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: September 16, 2021

Closing Date: September 30, 2021

POSITION: EDUCATIONAL OPPORTUNITY CENTER (EOC) OUTREACH ADVISOR

TWO POSITIONS: CHEROKEE AND AYERS CAMPUSES

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

QUALIFICATIONS:

- ♦ Master's Degree in counseling, education, psychology, social work, or related field **required**.
- ♦ Two years of experience in serving/advising diverse groups **required**.
- ♦ Knowledge of the application of educational technology, student assessment, advising, and serving disadvantaged students *preferred*.
- ♦ Educational and/or economic background similar to the target population *preferred*.
- ♦ Excellent oral, written, and interpersonal skills.
- ♦ Willingness to travel; excellent time management and organizational skills; outgoing, enthusiastic personality.
- ♦ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ♦ Assist the project director in developing educational activities and programs.
- ♦ Identify and recruit eligible participants into the EOC project.
- ♦ Provide and conduct workshops to assist participants with academic skills, interpersonal skills, and career choices.
- ♦ Assist participants with applying for financial aid.
- ♦ Assist participants with college application process.
- ♦ Develop and implement an interactive schedule of visits and office hours to serve the needs of the participants at their locations.
- ♦ Provide academic advising and counseling.
- ♦ Gather data for assessing progress toward project's outcomes as needed.
- ♦ Advise students of postsecondary educational opportunities or continuing education opportunities.
- ♦ Maintain and secure participants' personal, academic, and contact data for required reporting.
- ♦ Develop an excellent rapport with participants, college employees, and the public.
- ♦ Serve on college committees and perform other duties as assigned by program director.
- ♦ Comply with all policies of the Alabama Community College System and the College.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

October 2021

SALARY:

Salary Schedule C-3 – \$35,000 - \$40,000

APPLICATION DEADLINE:

September 30, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236
jobs@gadsdenstate.edu**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

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.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.