



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: July 29, 2021
Closing Date: August 12, 2021

POSITION: UPWARD BOUND PROGRAM ACADEMIC ADVISOR

INITIAL BASE: AYERS CAMPUS

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

QUALIFICATIONS:

- ◆ Bachelor's Degree in education or related field **required.**
- ◆ Experience in secondary or postsecondary education **required.**
- ◆ One year of teaching or advising experience **required.**
- ◆ One year of professional experience working with low income, first generation, and/or disabled students and/or low income families **required.**
- ◆ Ability to communicate effectively with persons from diverse backgrounds.
- ◆ Educational and/or economic background similar to the target population *preferred.*
- ◆ Excellent oral, written, and interpersonal skills.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- ◆ Provide fundamental support to high school students in their preparation for college entrance.
- ◆ Serve high school students at risk for academic failure, low income, first generation, and/or disabled students and/or low income families.
- ◆ Provide opportunities for participants to succeed in pre-college performance and ultimately in higher education.
- ◆ Increase the rates at which participants enroll in and graduate from postsecondary institutions.
- ◆ Recruit and interview eligible applicants for the Upward Bound Program in the schools and through community awareness.
- ◆ Establish and maintain rapport with principals, counselors, and other school officials.
- ◆ Assist the Director in the assessment of participants and in coordination of the orientation of students and parents for the fall and summer sessions.
- ◆ Perform other duties which are essential to the Upward Bound program.
- ◆ 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:

September 1, 2021

SALARY:

Salary Schedule C-3 – \$35,000 - \$45,000

APPLICATION DEADLINE:

August 12, 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.