



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

Posted Date: September 13, 2019  
Closing Date: September 26, 2019

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**Position:** Part-time Career Coach/Case Manager

**Campus:** Main

**Minimum Requirements:**

- Associate Degree in Business, Education, Social Services, or a related field from a regionally accredited institution or five (5) years of administrative experience is required.
- Bachelor Degree in Business, Education, Social Services, or a related field from a regionally accredited institution **preferred**.

**Required Knowledge, Skills, and Abilities and Essential Job Functions:**

Recruitment

- Prepare and review appropriate program service plans, enrollment forms, and documents.
- Participate in public relations activities required to inform public of programs.
- Screen job-seeker training program candidates to determine suitability for program and likelihood of successful placement.
- Coordinate applicant flow through various offices and agencies.
- Develop and maintain files for all applicants to comply with grant requirements.
- Identify new community contacts and ideas for publicizing the program.

Retention

- Conduct orientation sessions for participants to explain resources, training, contents, and rationale for assessment.
- Conduct individual counseling sessions with each participant at least weekly to review progress and attendance records and identify barriers to success
- Identify, contact and counsel participants with poor attendance habits
- Maintain a counseling log for each participant
- Review participant case notes provide feedback to other staff in weekly meetings.

Pre-Employment Preparation

- Identify high-potential participants who have demonstrated a positive attitude, excellent work ethic, and good learning habits for referral to participating business and industry partners.
- Provide direct career counseling to all participants
- Work with participants to prepare current resumes
- Prepare participants for interviews by conducting mock interviews and coaching

Job Placement and Follow-up

- Work with partner companies and agencies to set up interviews and place students in full-time employment.
- Provide comprehensive counseling and guidance services to identify personal and vocational barriers to the participants' success.
- Conduct three follow-up sessions within a year after program completion to monitor and measure participants' progress toward identified program goals.
- Perform other duties as assigned by the Project Coordinator, Dean of Workforce Development, Vice President of Operations, and/or the President.

**Essential Job Functions:**

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Salary:** Salary level will be determined by Bishop State Community College's Local Salary for Career Coach/Case Manager -\$23.50 per hour. *Continued employment is contingent upon funding from the grant*

**Application Deadline:**

A complete application packet must be received in the Office of Human Resources no later than **Thursday, September 26, 2019 at 5:00p.m.** 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 nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State 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.

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)
- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

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**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.