



Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 2019

CONTINUOUS POSTING

POSITION:

Educational Talent Search Seminar Specialist

**Location: Childersburg
(19 hours or less per week)**

**POSITION
SUMMARY:**

The Educational Talent Search Seminar Instructor is responsible for administering educational seminars/activities for participants in Educational Talent Search, a federally funded Trio project.

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

**MINIMUM
QUALIFICATIONS:**

1. Bachelor's Degree in Education or related area from a regionally accredited institution is **required**.
2. Excellent planning, communication and interpersonal skills is **required**.
3. Experience as a former teacher or counselor who is knowledgeable of student characteristics and school systems is **required**.
4. Willingness and ability to travel within the entire service area is **required**.
5. Ability to relate to individuals from diverse backgrounds and sensitivity to the needs of students is **required**.

**ESSENTIAL
FUNCTIONS:**

1. Adheres to the policies, rules, and standards of Central Alabama Community College, the Alabama Community College System, accrediting agencies and federal regulatory bodies.
2. Prepares required reports as required by Central Alabama Community College, the Alabama Community College System, and other regulatory agencies.
3. Ensures institutional compliance with the Family Educational Rights and Privacy Act (FERPA).
4. Submits student services and Trio forms and data in timely manner as directed.
5. Assists with the recruitment and orientation of students from a four county area and ensures the success of the Educational Talent Search project.
6. Assists in accomplishing all project objectives with the end result of attaining optimum graduation/retention rates of students, according to the guidance and assistance of the Project Director and in accordance with all grant and institutional requirements.
7. Designs and implements educational seminars/activities for students.
8. Systematically conduct seminars or mini-courses in areas supportive of student development.

9. Documents sign-in forms, individual sessions, including student files, etc., in accordance with grant mandates and institutional requirements.
10. Relays student needs and programming concerns to the Director.
11. Mentors area students with awareness and attention to the needs of students who are educationally disadvantaged.
12. Performs other duties as assigned that pertain to the position.

**WORKING
CONDITIONS:**

The work environment characteristics and physical demands described herein are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee must follow all safety requirements carefully and wear any personal protective equipment applicable. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Central Alabama Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

Local Salary Schedule: \$22.88 per hour (not to exceed 19 hours per week)

SALARY:

**APPLICATION
PROCEDURE:**

Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Application material may not be submitted by fax or email. Please visit <https://www.cacc.edu/careers/continuous-postings/CACCApplication.pdf> for an application.

A complete application consists of the following:

1. Completed Central Alabama Community College application.
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). Transcripts must provide degree and date degree was awarded.

Application and supporting documentation should be mailed to:

**Human Resources
Central Alabama Community College
34091 U S Highway 280
Childersburg, AL 35044**

Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

ANTICIPATED

STARTING DATE:

As needed.

Central Alabama 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 Alabama Community College System 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.

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.