



Posting Date: June 23, 2022  
Closing Date: July 7, 2022

# Northwest-Shoals Community College

## *NOTICE OF INTENT TO REORGANIZE A POSITION*

### *Internal Posting* *Youth Success Program Pre-Apprenticeship Advisor/Instructor* *(Grant Funded Position)*

This position is posted in compliance with Alabama Code §16-22-15.  
It is the intent to place a current employee in this position.

**Position Announcement**

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**STARTING DATE:**     **Approximately - July 2022**

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Only permanent full-time employees are eligible to apply. Applicants must meet the minimum qualifications and must submit a Letter of Interest and resume to be considered.

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- QUALIFICATIONS:**
- Minimum of a Bachelor's Degree, **required.**
  - MSSC-CPT certification or proctor certification, preferred.
  - Experience working with WIOA Youth Programs and grant implementation, **required.**
  - Experience in working with a diverse population, including special skills in dealing with persons from disadvantaged backgrounds, **required.**
- ESSENTIAL FUNCTIONS:**
- Identify and recruit eligible students for Youth Success Program.
  - Advertise and recruit students for the YSP Pre-Apprenticeship Program.
  - Instruct MSSC training and Pre-MSSC training.
  - Work with Alabama Career Centers for participant program certification.
  - Maintain documentation required by WIOA.
  - Carry out the goals and objectives of the Youth Success Program.
  - Coordinate supportive services for participants.
  - Work with appropriate community agencies, schools, retention and migrant workers coordinators, Adult Education staff, Juvenile Probation Officers, foster care services for program recruitment.
  - Must be able to work flexible schedule, including nights and off-campus sites as needed.
  - Partner with the Ready-To-Work Program to integrate it into the MSSC curriculum.
  - Instructor for MSSC, Ready-to-Work, and OSHA for participants.
  - Instruct participants in independent study modules for career readiness skills.
  - Instruct the MSSC courses (Fast-Track, Boot Camp, and/or Semester).
  - Develop an Individual Training Plan (ITP) to meet the individual needs of each student.
  - Instruct MSSC Participants in independent study modules for MSSC assessments.
  - Make appropriate referrals for students not prepared for MSSC and upon completion of MSSC.
  - Assist in building partnerships with the Adult Education Program, Ready to Work Program (RTW), Youth Success Program, NW-SCC Career Technical Division,

Workforce Development, NW-SCC High School Career Coach, area high school career coaches, NW-SCC FAME Manager, Alabama Career Centers, businesses, community organizations, and social service agencies.

- Plan learning experiences that are interactive and relevant to the specific workplace environment.
- Prepare accurate documentation related to grades, participant progress, files and program efficiency and effectiveness.
- Establish positive rapport and supportive relationships with program participants.
- Work with colleagues to develop and evaluate curriculum and materials.

**SALARY:** Compensation is in accordance with the Alabama Community College System's Salary Schedule C3-A (\$38,008 - \$54,473)

*Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges 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.*

*Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.*

*Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.*

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***

*Northwest-Shoals 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.*

*Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.*