



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 Tutoring/Testing Specialist (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

STARTING DATE: **Approximately - July 2022**

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.

- QUALIFICATIONS:**
- Bachelor's Degree in related field, **required.**
 - Master's degree, preferred.
 - Minimum of two (2) years experience working with economically disadvantaged populations, preferred.
 - Experience working with federal programs, preferred.

- ESSENTIAL FUNCTIONS:**
- Administer Pre-TABE to potential participants to help determine eligibility.
 - Maintain appropriate documentation to review participant's needs for testing.
 - Coordinate testing schedule with Advisors for available sessions.
 - Administer Post-TABE to active participants
 - Ensure TABE score reports are delivered to Advisors in a timely manner.
 - Tutor participants as needed.
 - Recruit tutors for the Youth Success Program.
 - Serve as a liaison between instructors and tutoring participants to facilitate student success.
 - Maintain individual tutoring files and documentation for each tutor and student.
 - Maintain appropriate documents as required by ADECA.
 - Responsible for coordinating tutoring schedules and tutor training.
 - Maintain applicant pool of possible tutors.
 - Review tutor time reports and sign in forms for accuracy and notify them of any discrepancies for correction.
 - Review participant progress and attendance throughout the semester with instructors and recommend tutoring services adjustments.

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.