POSITION ANNOUNCEMENT

NCWORKS CAREER COACH
(Two Positions)

All applicants must complete a Cleveland Community College application and submit copies of transcripts. (Unofficial and photocopies are acceptable. Official graduate and undergraduate copies are required prior to beginning employment.) Applicants should also submit a letter of application explaining their interest in the position and any additional qualifications not listed on the application form. A resume may be attached but is not a substitute for an official College application form.

Appointment Period: Permanent 12-month position.
Salary: Based on Cleveland's current salary structure.

Position Summary

The NCWorks Career Coach will assist high school students with determining career goals and identifying community college programs that enable students to achieve these goals. The NCWorks Career Coach will document and monitor progress of counselled participants; develop a program of study for future semesters; verify student prerequisites and requirements; assist with financial aid and scholarship applications; and develop pedagogical materials and technologies needed to enhance the advising process for high school students. The NCWorks Career Coach, while on any high school campus, will follow local board of education rules and will be subject to the authority of the school building administration. Requires day and evening hours and some travel; college committee assignments; professional development; and other activities. The position is grant-funded and subject to the availability of funds. Reports to the Admissions and Records Coordinator.

Qualifications  (Show these and related qualifications on application.)

- Bachelor's Degree in Education, Psychology, Sociology, or related field required.
- Prior experience as a high school teacher, counselor, administrator, or experience working with high school students preferred.
- Ability to communicate effectively with faculty, staff, students, parents/guardians, and local employers required.
- Excellent organizational skills and strong knowledge of Microsoft Office required.
- Commitment to providing exceptional customer service required.
- Understanding of and commitment to the community college mission required.

Application Deadline

Review of applications begins April 18, 2016 and continues until the position is filled. For application forms go to www.clevelandcc.edu or call 704-669-4037. Return applications to:

Mr. Allen Kniceley
Human Resources and Safety Manager
Cleveland Community College
137 South Post Road
Shelby, NC  28152

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