

**JONES COUNTY JUNIOR COLLEGE**

**Position Announcement**

**November 2, 2017**

**POSITION:** Out-of-School Youth Career Coach

**Application Deadline:** November 16, 2017

**DIVISION:** Adult Education

**TERM OF EMPLOYMENT:** Staff, Dependent upon grant funds

**COMPENSATION:** Compensation commensurate with grant guidelines

**RESPONSIBLE TO:** Greene/Wayne County Center Director

**FUNDING:** Twin Districts Workforce Development Area

**FUNCTION:** The incumbent is responsible for working with participants served by the WIOA Out-of-School Youth program. This position will provide employability and financial instruction as well as track and report progress of students to various entities that require information.

**DUTIES AND RESPONSIBILITIES:**

- Determine which students are eligible for the program.
- Collect and maintain accurate daily progress and attendance records for each participant.
- Travel to the two sites of Greene and Wayne Counties to provide instruction and counseling to participants.
- Teach employability and financial literacy courses.
- Track student progress for the purposes of credential incentives and reporting.
- Maintain financial expenditures of grant.
- Connect participants with employers, workforce development courses, and post-secondary education.
- Recruit Workforce College participants on a continuous basis following all JCJC/funding guidelines.
- Assist students in pursuing their personal career and educational goals.
- Make appropriate referrals to appropriate departments on campus or to agencies off campus for advisement and resources.
- Use and maintain computer hardware when available.

- Follow all guidelines and policies set by the local sponsor, the JCJC AE office, Jones County Junior College, SMPDD, Twin Districts Workforce Development Area, and the Mississippi Community College Board (Office of Adult Education).
- Abide by the AE class schedule (time and dates) set by JCJC.
- Other duties as deemed necessary for achieving the objectives of the program.

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree with a focus in Counseling, Education or related field preferred.
- One year of experience working with people in a teaching/training/counseling capacity.

**PREFERRED QUALIFICATIONS:**

- Master's Degree or higher in Counseling, Education, or related field.
- Two or more years' experience in teaching/training/counseling.
- Grant funded experience.
- Good communication skills (oral and written).
- Self-motivated with the ability to work with minimum supervision.
- Genuine interest in helping people.
- Ability to establish rapport with students from diverse backgrounds.

**CONTACT PERSONS:** All inquiries should be routed through the Human Resources Department:

Jones County Junior College

Human Resources Director

900 South Court Street

Ellisville, MS 39437

office: 601-477-4058

fax: 601-477-4017

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following person has been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Ms. Pam Brownlee, ADA/504 Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122;*

*(Title IX) Mrs. Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.*