

JONES COUNTY JUNIOR COLLEGE

Position Announcement

November 2, 2017

POSITION: Out-of-School Youth Clerical Support

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 supporting the WIOA Out-of-School Program by assisting the Career Coach in recording participant scores, attendance, case notes, and other clerical duties associated with participant enrollment, service delivery, clerical duties, and continuing eligibility.

DUTIES AND RESPONSIBILITIES:

- Assist in determining which students are eligible for the program by documenting and managing assessment scores.
- Assist the Out of School Youth Career Coach and Youth Program Coordinator
- Collect and maintain accurate daily progress and attendance records for each participant.
- Record and manage case notes and data related to participant enrollment and service delivery.
- Travel to the two sites of Greene and Wayne Counties to provide support in grant implementation.
- Provide support and perform clerical duties.
- Track student progress for the purposes of credential incentives and reporting.
- Assist in preparing weekly data reports to Program Coordinator and other entities affiliated with the project.
- Connects eligible participants with the program as an active recruiter.
- 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 schedule (time and dates) set by JCJC.
- Other duties as deemed necessary for achieving the objectives of the program.

MINIMUM REQUIREMENTS:

- Two or more years of experience in clerical/ data management.

PREFERRED QUALIFICATIONS:

- Associate's Degree with a focus in a clerical related field (Two or more years of experience in data management with some college coursework can be substituted for degree).
- Excellent organizational and time management skills.
- 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.
- Computer literacy with specific experience in Microsoft Word and Microsoft Excel.

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

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