



POSITION ANNOUNCEMENT

Position: ABE - College and Career Navigator

Job Description:

This is a grant-funded position through the Adult Education program. Continued employment based on the receipt of funding. Reports directly to the Adult Education Director.

Duties and Responsibilities:

- Develop recruitment and marketing materials for the integrated career pathway programs
- Coordinate and implement outreach and recruitment strategies for integrated career pathway programs
- Expand a network of employers and business organizations in targeted career pathway industry sectors
- Establish positive and trusting relationships with students
- Connect students to college admissions processes to include including financial aid, academic advising, and academic and student support services.
- Assist students with career research and planning
- Foster student accountability, self-advocacy, self-awareness, and effective use of resources
- Work collaboratively and maintain regular communication within larger integrated career pathway project partnerships
- Communicate regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support networks, referrals and recruitment pipelines
- Maintain system for tracking students along career and education pathways
- Participate in exploring and identifying funding sources
- Any one position may not include all of the tasks listed nor do the examples necessarily include all of the tasks performed

Salary: Salary based on education and experience.

Qualifications:

Preferred: Bachelor's degree with a background in education, social services, rehabilitation and management.

Required: Bachelor's degree.

Evaluation Criteria:

- Cover Letter, Resume and SMCC Application
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
- Contact information for three references
- Transcripts (only if applicant is selected by the screening committee for an interview)
- Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Send cover letter, application, resume, and transcript to Jennifer Knight, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3850, Email: hr@smcc.edu

Application Deadline: July 14, 2022

Nondiscrimination Statement:

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.