

POSITION VACANCY

March 24, 2016

Name of position:	Specialist - Cooperative High School Programs
Applications Accepted through:	April 18, 2016
Effective date of employment:	June 1, 2016
Length of employment:	Full-time
Salary range:	Commensurate with education and experience

Position requirements:

An Associate's degree is required with a Bachelor's degree preferred. Experience in a high school setting, community college, college or similar educational setting is preferred. Previous experience advising and/or working with high school students is preferred. Applicants must be technologically proficient across multiple platforms, especially Excel and Power Point. Applicants must work well with diverse populations as well as internal and external stakeholders. Essential skills include detail-oriented and strong organizational skills, and detail to accuracy. The specialist will lead projects with minimal supervision, prioritize work flows, and complete large and small tasks consistently within a short timeframe.

Position duties:

The Cooperative High School Programs Specialist serves under the direction of the Cooperative High School Programs Coordinator in the Career and College Promise Program. The specialist assists in the development and implementation of special projects designed to enhance exposure and enrollment within curriculum programs. The specialist assists in evaluating and monitoring processes and procedures to ensure compliance with program regulations as set forth by the North Carolina Community College System. The specialist provides support for daily operating procedures and assists in advising Career and College Promise students and tracks academic progress. The specialist will support the coordinator as they work closely with personnel in various secondary educational institutions and supports the initiatives of various projects between the college and secondary institutions. Other duties and tasks will be determined by the Cooperative High School Programs Coordinator.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS:

Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded from our website at www.waynecc.edu. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.