Vacancy Announcement
Posting Date: May 27, 2016

Position Title: Student Services Specialist

Position Summary: The Student Services Specialist is responsible for providing comprehensive support services that facilitate the educational, personal/social, and career development of students; to include testing, disability services, academic advising, registration, and retention.

Required Qualifications:

- Master’s Degree required with a major in Education, Counseling, Student Personnel Administration, Psychology or related field from a regionally accredited university.
- Three years of experience in counseling, education, student services or similar experience is required, preferably in higher education.

Other Qualifications:

- Excellent written, verbal, analytical and interpersonal skills are required.
- Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public is required.

Essential Job Functions:

1. Provide academic, personal/social and career counseling to assist students in dealing with obstacles that affect their educational, occupational, social, and personal lives.
2. Conduct pre-admission counseling and assist students with understanding and developing a program of study to ensure appropriate placement and retention.
3. Serve as Disability Services counselor for students with special needs and facilitate appropriate accommodations based on documentation.
4. Maintain accurate records of services provided to students with disabilities and serves as liaison to disability service agencies/providers.
5. Coordinate all aspects of the college’s testing programs which includes administering scoring, reporting, and inputting of COMPASS, ATB, CAAP, GED, TEAS, WorkKeys, etc.
6. Conduct seminar/workshops related to student success.
7. Maintain accurate documentation of all services, conducts follow-up, and prepares summary reports each term.
8. Develop and maintain a working relationship with faculty and staff to ensure effective delivery of services to students.
9. Assist with recruitment and retention activities as appropriate.
10. Develop and implement an annual evaluation plan for counseling and assessment area and use the evaluation results to plan future improvements.
11. Participate in New Student Orientation sessions each term.
13. Contact and provide counseling and guidance to students on academic probation.
14. Assist with the promotion of student organizations and planning of student activities.
15. Refer students seeking assistance to the proper internal and/or external resources.
16. Perform other job related duties as assigned by the Dean of Students or the Vice President for Administrative and Student Services.

_The Student Services Specialist will be expected to work a flexible schedule which include evening hours._

**Salary:** Appropriate placement on Salary Schedule C3-2 ($36,998-$54,468 based on experience)

**Projected Start Date:** As negotiated.

**Application Procedure:**
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

- Cover Letter
- LSCC application; completed and signed (see resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Two **signed** letters of recommendation with original signatures **AND**
- **One Letter from a current or previous employer,** verifying employment experience to meet minimum required qualifications. Letter must include employment dates and job title and be on official letterhead with an authorized signature. *If necessary, the verification letter from your current employer may be submitted after an offer of employment has been made.*

**Applicants who fail to submit a complete application packet will not be considered.**

**Application Closing Date:**
Application packets must be received by **June 17, 2016.** Hand delivered application packets should be delivered by 4:30pm on the closing date. Packets delivered or postmarked after the deadline will not be considered. Application packets should be sent to:

Human Resources Office  
Lawson State Community College  
3060 Wilson Road, S.W.  
Birmingham, AL 35221

**Other Information:**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race,
color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Lawson State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.