POSITION: Academic Coach – Education Support Specialist II
Part-Time Wage (PTG12)

HIRING RANGE: $20.86 - $29.06 per hour (No benefits)

CLOSING DATE: October 14, 2011 at 5 PM

John Tyler Community College invites applications for a part-time Community College Academic Coach. This is a grant funded position of approximately 25 hours a week and will report to the Director of Career Pathways at the Chester Campus. The position will begin immediately upon hiring.

RESPONSIBILITIES: The Academic Coach will work in Vernon Johns Middle School for the purpose of guiding students in their academic planning and in selecting a career field or pathway of interest. They will assist middle school students in career exploration and the development of career plans, including the administration of career and interest inventories. The Academic Coach will serve as a liaison between students, secondary, and post-secondary educators. The Academic Coach will work with students individually and in small groups to develop and follow individualized career plans and to connect those students to appropriate programs and resources. The Academic Coach will be supervised by the Director of Career Pathways at the Chester Campus and will be expected to attend regular meetings at the Chester Campus and participate in other professional activities when requested.

QUALIFICATIONS: Bachelor’s degree in psychology, education, counseling, or related discipline required. Experience working with students; good oral communication and technology skills also required. A background check will be required.

APPLICATION INSTRUCTIONS: Acceptable application packages are those submitted through the state job website located at https://jobs.agencies.virginia.gov. Applications which say “see resume” will not be accepted. Should you need assistance or have questions, please contact Kathy Comer at 706-5034.

NONDISCRIMINATION POLICY: John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Susan Grinnan, Director of Human Resources, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at sgrinnan@jtcc.edu or by at phone 804-706-5035/804-594-1418.

EEO/AA EMPLOYER