SOUTHERN ARKANSAS UNIVERSITY TECH
POSITION VACANCY NOTICE

POSITION AVAILABLE:  Adult Education Coordinator/Faculty – Columbia County

DATE POSITION AVAILABLE:  July 1, 2015

APPLICATION DEADLINE:  Applications will be reviewed as received and accepted until position is filled. Deadline for first consideration is May 15, 2015.

POSITION ASSIGNMENT:  The Coordinator/Faculty position will administer, coordinate, supervise and evaluate the operations of the Adult Education program at Columbia County within College policies and procedures.

Specifically, the position functions are, but not limited to:
1. Administer, direct, supervise, and evaluate the operations of the Columbia County Adult Education program within policies and procedures set forth by the Director, College, and state
2. Supervise, coordinate, and evaluate Adult Education program faculty, paraprofessionals, and staff at the Columbia County site
3. Schedule and administer appropriate services, programs, and classes for the benefit of the service population
4. Recruit, counsel, advise, and retain students
5. Be an advocate for the program in the community
6. Market and advertise the services of the program.
7. Facilitate coordination and development of partnerships with service-area educational, governmental, and community organizations to improve the programs and services of the Adult Education program in Columbia County
8. Establish and maintain the Adult Education Program Advisory and WAGE Committee for Columbia County
9. Ensure timely and accurate transition of data, reports, and information to Director, College departments, and Arkansas Career Education
10. Approve data in AERIS. Reconcile folders to AERIS.
11. Facilitate staff meetings and training. Approve and sign staff timesheets.
12. Coordinate orientation for teens and their parents. Discipline teens and conference with them and their parents when needed.
13. Attend state WAGE meetings
14. Run E&E reports periodically. Monitor test and attendance alert
15. Ensure safety of students and staff
17. Instruct students in ABE classroom
18. Assist in student intake, testing process, and GAE Classroom if needed.
19. Assist in student intake and testing process.
20. Assist in the accounting of all funding through Adult Education and other grants.
21. Answer phone, file/maintain student folders, greet public, maintain/update inventory, and other office related duties
22. Coordinate yearly graduation ceremony for the Columbia County
23. Perform related responsibilities as required or assigned by Director of Adult Education.

MINIMUM QUALIFICATIONS:
- Master’s Degree in education, administration or related field.
- Current Arkansas Teacher’s License
- Two – three years teaching experience
- Must obtain Adult Education Certification within three years of hire date
- Background check required

PREFERRED QUALIFICATIONS:
- Four years related experience

ANNUAL SALARY: $47,500

DATE OF NOTICE: April 27, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to:

SAU Tech Human Resources Office
P.O. Box 3499
Camden, AR 71711
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are