POSITION VACANCY NOTICE

POSITION AVAILABLE: Resource Officer (3 positions - Camden, El Dorado, and Magnolia)

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be reviewed as received and accepted until position is filled. Deadline for first consideration is April 27, 2016.

POSITION ASSIGNMENT: The goal of the Resource Officer is to help link clients/students enrolled in the Alternative Sentencing Program in Columbia, Ouachita, and Union counties with job opportunities. This position will work closely with Adult Education, Arkansas Community Corrections, Court System, WIOA, Arkansas Department of Workforce Services, Temporary Staffing Agencies, and Businesses/Industries within these counties.

Specifically, the position functions are, but not limited to:
- Schedule and meet with local businesses/industries.
- Establish partnerships with local businesses/industries to hire students enrolled in the Alternative Sentencing Program.
- Provide information to students regarding job openings/leads and assist in preparing students for the job search.
- Serve as a liaison between the student, adult education program, postsecondary education, court system, WIOA, Arkansas, Department of Workforce Services, Temporary Staffing Agencies, Arkansas Community Corrections, community service agencies to provide integrated education and training services (college tours, job fairs, mentoring, internships, job shadowing, visits to business and industry).
- Assist students in identifying a career by setting goals, administering interest inventories and skills assessments, and developing portfolios.
- Provide information on careers, career pathways, and educational requirements.
- Identify the educational and career options appropriate for each student and assist with the analysis of each option, including possible outcomes and their implications.
- Track student’s progress of academic, career and personal growth by working collaboratively with instructional staff.
- Connect students to support services that will ease the transition into employment and/or postsecondary education.
- Provide information on how to earn the General Educational Development (GED) credential, Career Readiness Certificate (CRC), and the Workforce Alliance for Growth in the Economy (WAGE) certificate.
- Connect adults to academic enrichment activities such as study groups, tutoring, and workshops on study skills.
- Prepare reports as required by grant.
- Provide early outreach to students with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for college.
- Frequent traveling is required

MINIMUM QUALIFICATIONS:
- Bachelor’s Degree in a related administrative, business, education, or social science discipline with six months to one year experience directly related to business/industry and the duties and responsibilities specified.
- Must be highly motivated to work with minimal direct supervision. Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing and in public presentation settings.
- Background check is required.

SALARY: $50,000 (these are temporary, grant funded positions)

DATE OF NOTICE: April 6, 2016

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu

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