This is a continuous posting. The position will be open until filled.

POSITION: Recruiter/Completion Specialist (part-time)

QUALIFICATIONS: The following are the minimum qualifications for this position:
1. High School diploma or GED is required
2. Must participate in ongoing and periodic training as required by Northeast Alabama Community College
3. Ability to utilize computer software, such as Microsoft Word, Excel, etc., is required.
4. Ability to follow directions and complete tasks in a timely manner to meet all deadlines
5. Ability to communicate and listen well
6. Must possess excellent interpersonal skills and be respectful and professional with all communications made on behalf of the college

ESSENTIAL FUNCTIONS: This position competently assists and supports the recruiting and completion efforts of Northeast Alabama Community College. The employee must comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include:
1. Contact former NACC students in effort to recruit them to return to college and complete their program of study
2. Provide periodic reports to the Dean of Student Services as requested
3. Provide assistance to the Dean of Student Services and the Coordinator of High School Relations/Recruiting with other recruiting and completion tasks as needed
4. Be polite and respectful of all faculty, staff, students, and visitors and maintain positive working relationships with all personnel
5. Maintain confidentiality of college information
6. Act in a professional manner at all times
7. Complete sexual harassment prevention training video at the beginning of each academic year or upon employment
8. Participate in additional training as required by the college
9. Request absences from duty before they occur by contacting immediate supervisor
10. Submit timesheets in on time as requested by supervisor and Business Office
11. Perform all duties and responsibilities in a manner consistent with the College mission.

SALARY: To be determined by the President.

APPLICATION BEGIN DATE: As Needed
APPLICATION DEADLINE: Continuous

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:
- a completed NACC application form
- a current résumé
- high school or GED transcript

Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230, PA 116

ALL APPLICATION MATERIALS MUST BE MAILED OR HAND DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.
ADDITIONAL INFORMATION:

**Criminal Background Check:** In accordance with Alabama Community College System policy and procedures, 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.

**E-verify Compliance:** Northeast Alabama 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.

**Transcripts:** If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

**Equal Opportunity Employer:** Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System that no employee or applicant for employment or promotion shall be discriminated against 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. Northeast Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Accreditation:** Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.