Wytheville Community College (WCC) is accepting applications for a full-time Education Support Specialist III—High School Career Coach to serve students in local high schools by providing career development and community college academic advising to students with the greatest need for educational and career planning services. Primary high schools will be in Wythe and Bland Counties.

Job Responsibilities

Some of the job responsibilities include but are not limited to:

- Assist students in identifying career pathways, selecting appropriate secondary and post-secondary educational programs and recognizing opportunities that will lead to meaningful employment;
- Responsible for coordinating outreach activities related to the Wythe-Bland Foundation Scholarship Program;
- Assist students with career planning and advising;
- Assist students with Academic advising;
- Administer Placement testing;
- Assist with college and financial aid applications;
- Serve other area high schools as needed and will be housed on WCC Main Campus, Summit Center in Marion, and The Crossroads Institute in Galax on a rotating basis during the summer months;
- Work evenings, weekends, and days as needed;
- Attend various college activities and events including commencement, New Student Orientation, recruitment events, career fairs, college transfer fairs, staff meetings, and faculty/staff in-service;
- Provide own personal transportation throughout the WCC service region;
- Assist with college recruitment and outreach events;
- Utilize an electronic case management system to maintain current documentation of students served and services/activities completed; and
- Other duties as assigned.
Required Qualifications

- Bachelor’s degree in Education, Human Services, Social Work, related field or Commensurate experience equivalent to a Bachelor’s;
- Experience working in secondary or post-secondary environment; and
- Excellent interpersonal and communication skills to include presentation skills and competency in the use of technology and social media.

Preferred Qualifications

- Master’s Degree in Education or Counseling;
- Experience with Academic Advising, career exploration activities and experience completing financial aid applications; and
- Experience in a community college setting.

Application Process

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at https://virginiajobs.peopleadmin.com. Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Application documentation will be received online through September 16, 2016.

Persons with disabilities requiring assistance should contact 276 223 4700.

The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu.

Wytheville Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, genetics, veteran status, or disability when the person is otherwise qualified in its educational programs and activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Crystal Cregger, Vice President of Finance and Administrative Services, 215 Bland Hall, 1000 East Main Street, Wytheville VA 24382, 276-223-4762. For further information, see the list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.