
POSITION VACANCY ANNOUNCEMENT

Internal Posting Only

Basic Skills Recruiter/Instructor

General Description of the Position:

The Recruiter/Instructor, under the supervision of the Director of Basic Skills and VP for Continuing Education, is responsible for recruiting students into the Basic Skills programs: ABE, GED, AHS, ESL, & CED and to develop classes and increase the visibility of the programs throughout the county and will also share in the responsibility for the development and implementation of the Basic Skills Educational Plan.

Responsibilities and Duties of the Position:

1. Collaborate with Basic Skills staff to obtain relevant information pertaining to current class needs and the development of new classes.
2. Responsible for the development of marketing materials and strategies to promote the Basic Skills programs.
3. Responsible for actively seeking and recruiting new students through various promotional activities.
4. Contribute to the development of Basic Skills processes and procedures.
5. Coordinate with staff for the distribution of needed classroom and instructional supplies/materials.
6. Collaborate with Basic Skills staff for yearly program planning.
7. Responsible to participate in required professional development activities.
8. Conduct professional development training on student retention procedures.
9. Submit all required reports and other documentation in a timely manner.
10. Serve as the instructor for newly established classes until an instructor is hired and substitute in classes as needed.
11. Provide referral/information to AHS/GED completers which pertains to college enrollment.
12. Establish agreements with various agencies to conduct Basic Skills classes, defining policies and procedures.
13. Conduct class visits to ensure class compliance with policy and procedure and observe teaching methods/style.
14. Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree required. Proficient in word processing and computer programs.

Knowledge, Skills, and Abilities:

Thorough knowledge of literacy programs and their goals and knowledge of the service area geographically and demographically. Ability to work with all socio-economic levels and diverse groups. Ability to organize data and time. Ability to communicate effectively, secure cooperation of others, and have empathy for the adult learner.

Position Available: Immediately

Application deadline: October 27, 2009. To apply: internal candidates need to assure that their Personnel file is current and complete. An updated application is to be attached to the Job Status Change Form and received by the deadline date. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

Salary: RCC Salary Schedule, 19 A (\$ 38,292 annually), Full-time

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