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VACANCY ANNOUNCEMENTS

Community College Career Coach

This is a part time, grant funded position for a period of 10 months, 27 hours per week, \$11.53/hour.

Required qualifications: bachelor's degree with a major in counseling, education, or related field; experience in education or working with young adults in educational settings; skill in the use of personal computers to input data, produce reports, organize records, track participants, and meet data reporting requirements; excellent oral and written communication skills; good interpersonal skills. A master's degree in counseling, education, or related field is preferred. The main duty of this position is to work closely with high school and community college stakeholders to help secondary students easily transition to postsecondary education.

For a more detailed description of job duties and responsibilities, please visit the Employment Opportunities page on the Mountain Empire Community College web site at <http://www.mecc.edu/employment.htm>. To apply, submit a Commonwealth of Virginia Application for Employment form no later than **Wednesday, September 10, 2008**, to Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400. The application form may be accessed at <http://jobs.state.va.us/eo-appl.htm> or obtained at any state agency. An Affirmative Action/Equal Employment Opportunity Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply. Documents verifying identity and eligibility to work in the United States must be presented upon employment.

Education Support Specialist II (Financial Aid Advisor)

Full-time position (#00089) with benefits, salary \$23,999. High school diploma required; associate's degree preferred.

Requires excellent oral and written communication skills, a strong attention to detail and accuracy, strong organizational skills, knowledge of personal computer software including word processing, spreadsheet, and database applications, strong sense of customer service, ability to work with deadlines and maintain composure under pressure, good grammar and telephone etiquette combined with a pleasant voice, ability to conduct presentations on and off-campus. Some travel is required. The Advisor serves as a specialist in financial aid application processing, performing a variety of administrative work requiring implementation of federal and state financial aid regulations. The Advisor determines student's eligibility for financial aid and performs data entry into an integrated student information system.

To apply, submit a Virginia Application for Employment form and resume no later than **Friday, September 19, 2008**, to Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400. The application form may be accessed at <http://jobs.state.va.us/eo-appl.htm> or obtained at any state agency. An AA/EEO Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply. Documents verifying identity and eligibility to work in the United States must be presented upon employment.