



# ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

**EDUCATION TO INDUSTRY**

**PROGRAM ANALYST**

**(Correctional/Post-Correctional Education)**



For consideration, application materials must be received by  
July 26, 2019 at 3:00 p.m. CST.

## POSITION SUMMARY

Under the direction of the Director of Correctional and Post-Correctional Education Services, the Education to Industry Program Analyst will be responsible for establishing and maintaining collaborative relationships with businesses, industries, partner agencies, and colleges where appropriate. The Education to Industry Program Analyst must be able to use established relationships, develop referral sources, and cultivate new associations with business and industry. He/she will assist with workforce analysis as it relates to job placement for returning citizens and those under supervision.



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## PRIMARY RESPONSIBILITIES

- ❖ Maintain communication between CPCE and Alabama businesses and industries.
- ❖ Plan, solicit and negotiate for program services with outside agencies and businesses.
- ❖ Assist recently released and those under supervision with job placement.
- ❖ Plan, design and conduct in-service training activities which will entail adequate staff preparation.
- ❖ Contact public and private employers in order to develop on-the-job training and/or direct placement sites for clients.
- ❖ Maintain cooperative relationships with employers, academic and vocational training institutions, and support service and community resource agencies.
- ❖ Provide training to HR professionals at businesses and industries.
- ❖ Identify appropriate job placement/training opportunities for clients.
- ❖ Maintain awareness of local job market and opportunities to assist in providing guidance to clients; may arrange for employment interviews, attend job fairs, conduct special workshops, presentations, group orientation, or perform other training and outreach activities.
- ❖ Serve as a job placement liaison between the Alabama Community College System and partner agencies to include Alabama Board of Pardons and Paroles, Alabama

Department of Corrections, and appropriate community colleges.

- ❖ Assist with establishing a referral system for transitioning students.
- ❖ Maintain a database and record interactions with employers.
- ❖ Work directly with external representatives to market skills training programs.
- ❖ Monitor job demand in Alabama.
- ❖ Serve as liaison to assist released students with job placement.
- ❖ Assist in stakeholder relations and communication.

## SECONDARY RESPONSIBILITIES

- ❖ Represent, as assigned, the System office at meetings of various groups and organizations to ensure compliance.
- ❖ Perform other duties as assigned.

## QUALIFICATIONS

- ❖ BA/BS degree in Business Administration, Rehabilitation Counseling, Occupational Psychology, Occupational Counseling, or other related fields from a regionally accredited institution.
- ❖ Six years of directly related experience in job placement.
- ❖ Demonstrated understanding of the Alabama Penal System.
- ❖ Demonstrated understanding of the job demand in the State of Alabama.
- ❖ Thorough understanding of the issues affecting individuals on probation and parole.
- ❖ Excellent interpersonal and management skills and a history of being able to facilitate, motivate and influence others.
- ❖ Effective interpersonal, oral, and written communication and problem-solving skills.
- ❖ Ability to plan and organize work and activities logically, effectively, efficiently and independently.
- ❖ Knowledge of and commitment to the mission and objective of correctional and post-correctional education.
- ❖ Demonstrated ability to successfully lead groups and to build consensus.
- ❖ Ability to travel frequently to include overnight and out-of-state travel.
- ❖ Proficiency in Microsoft Office- Word, Excel, PowerPoint, etc.

**Application Procedure:**

Applicants must submit an ACCS System Office application form, a current résumé, a list (no letters) of three (3) professional references with contact information, a letter of interest, and a copy of unofficial transcripts showing degree and date conferred, to the ACCS Human Resources office on or before **July 26, 2019 at 3:00 p.m. CST**. An ACCS System Office application can be downloaded at <https://www.accs.edu/about-accs/job-postings/>.

Application packets will be accepted **only** by hand delivery, postal mail or e-mail at ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)). **DO NOT STAPLE DOCUMENTS. INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED.**

**Please mail application packets to:**

Alabama Community College System  
Human Resources Dept.  
Attn: Ms. Charlene Finkelstein  
P. O. Box 302130  
Montgomery, AL 36130-2130

(Application packets may be delivered in person at 135 S. Union Street).

**Salary range is \$46,880 to \$80,757 dependent upon qualifications and experience.** This position is located in Montgomery, Alabama.

For questions, please contact Nikita Payne at (334) 293-4603 or Charlene Finkelstein ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)) at (334) 293-4628.

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***THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.***

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, 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, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.