

**Inclusive Post-Secondary Education (IPSE) Program Coordinator Assistant (PT)**

Albany Technical College seeks a part-time Assistant IPSE Program Coordinator. The IPSE program serves individuals ages eighteen (18) to thirty (30) years of age with intellectual disabilities. The IPSE program at ATC is the Leveraging Education for Advancement Program (LEAP). There are about 200 such programs at various universities in the USA and Canada ([www.thinkcollege.net](http://www.thinkcollege.net)). Under general supervision, the Program Coordinator Assistant will collaborate with the Special Needs Disability Services Coordinator/LEAP Director. He/she will be responsible for data collection, writing summaries of project activities, overseeing student records and achievements, monitoring the experiential learning of all program participants, assisting in advising the program participants based on their person-centered plans, and act as liaison with families. He/she will develop and maintain relationships with ATC faculty and off campus partners, and strive to contribute to the overall success of the Program and its students. He/she must be organized, possess excellent verbal and written communication skills, and be proficient in Microsoft Office. He/she must be a team player, and continuously display the patience needed to serve the population of disabled individuals.

**Minimum Qualifications**: The candidate MUST possess a Bachelor of Science, Bachelor of Arts or Associates degree in Education, Rehabilitation Counseling, Disability Services or related areas \*AND MUST HAVE\* previous experience working with individuals with intellectual or developmental disabilities.

**Preferred Qualifications**: The candidate MUST possess a Master of Science or a Master of Arts degree in Education, Rehabilitation Counseling, Disability Services or related areas \*AND\* have two (2) years of experience at the secondary and/or post-secondary level working with students with intellectual or developmental disabilities.

**Physical Demands:** Work is typically performed in an office or around the campus with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 20 per week. Salary is commensurate with education and work experience.

**Preference will be given to applications received by July 27, 2020:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |