

**Inclusive Post-Secondary Education (IPSE) EMPLOYMENT COORDINATOR (PT)**

Albany Technical College seeks a part-time IPSE Program Employment Coordinator. The IPSE program serves individuals aged eighteen (18) to thirty (30) years with intellectual disabilities. The IPSE program at ATC is the Leveraging Education for Advancement Program (LEAP). Under general supervision, the IPSE Employment Coordinator will collaborate with the Director of Special Needs/LEAP Director. He/she will be responsible for: Developing employment, internships & job shadowing opportunities for students in LEAP; Managing resume development, job seeking skills instruction, and career-based exploration activities for students in LEAP; Preparing students by practicing mock interviews; Conducting individualized job development for each student by developing relationships with college departments, local and national businesses, students and other stakeholders; Integrating and managing relationships with Georgia Vocational Rehabilitation Services Administration; Conducting outreach to businesses, get to know specific employer needs, negotiate career experiences and direct hires, and support business Human Resources Departments when appropriate; 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 this population of individuals with disabilities.

**Minimum Qualifications**: The candidate MUST possess a Bachelor of Science, Bachelor of Arts, or Associate's degree in Education, Rehabilitation Counseling, Disability Services, or related areas \*AND MUST HAVE\* previous career development 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 career development experience at the secondary and/or post-secondary level working with students with intellectual or developmental disabilities.

**Minimum Eligibility Requirements: Must** be able to communicate well with families, professionals, and businesspeople, and should provide evidence of leadership in previous employment; must understand the cultures and needs of the business community. Candidates must also have a strong desire to prepare LEAP students to find competitive, meaningful paid employment in a variety of sectors and to build relationships with employers to increase opportunities for employment.

**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: $16/per hour.** This is a part-time position and does not include insurance benefits; work hours will not exceed 20 per week.

**Preference will be given to applications received by August 31, 2025.** The position will remain open until it is filled.All application 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 at 229-430-1702. 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 based on 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:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **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, Director of Special Needs/LEAP,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |