

**POSITION ANNOUNCMENT**

**Transition Coordinator – LEAP PROGRAM (Part-time Contractual)**

Albany Technical College seeks a part-time Transition Coordinator for the Leveraging Education for Advancement (LEAP) Inclusive Postsecondary Education (IPSE) Program. This is a Comprehensive Transition Program for young adults with intellectual disabilities and requires a coordinator with both knowledge of, and experience in IPSE programs and job placement services, work search plans, job matching and referral services for people with disabilities. Under general supervision, the Transition Coordinator will serve as the primary representative for the successful transition outcomes for students exiting the program. The successful candidate must have knowledge of employment resources in our community, demonstrated skill in writing and implementing person centered plans, working with transition aged youth with intellectual and developmental disabilities in educational or vocational settings, communicating with people with disabilities and their families, be an active listener 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 Suite. He/she must be a team player, and continuously display the patience needed to serve this population of disabled individuals.

**Minimum Qualifications**: The candidate MUST possess an Associate degree from an accredited College or University \*AND\* have previous experience in job placement for individuals with intellectual or developmental disabilities.

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

**Physical Demands:** Work is typically performed in an office, in the community and 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 contractual position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience.

**Application Deadline:**  **Preference will be given to applications received by April 15, 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 |