

CARL ALBERT STATE COLLEGE



POTEAU & SALLISAW OKLAHOMA

POSITION

External Posting

Carl Perkins Career Center Coordinator/Counselor

GENERAL DESCRIPTION

The full-time Career Center Coordinator/Counselor works from the Poteau campus in the Enrollment/Retention Center of the Enrollment Management division. He/she will be responsible for the Carl Perkins grant oversight, Career Center information and retention efforts; helps students with course selection, enrollment, financial aid academic planning, transfer information, and assists students with clarification and development of career goals and objectives.

QUALIFICATIONS

Bachelor's degree required; ability to handle budget; organize and keep accurate records. Knowledge of Associate of Applied Science degree programs at CASC and knowledge of four-year transfer degrees. Must have knowledge of computer programs.

SALARY

\$26,700 entry level for conferred Bachelor degree + full benefit package

APPLICATION DEADLINE

Applications will be accepted through June 27, 2017.

APPLICATION PROCEDURE

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/discover-us/human-resources/>), letter of application, resume, three letters of recommendation, and copy of transcripts. Application packet may be submitted online, by interoffice mail to: Human Resources Department, Box 359, or email employment@carlalbert.edu or fax to (918)-647-1359.

*CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.
Affirmative Action officer is the HR Director, Poteau campus, (918) 647-1373.*

POSTED: 6-13-17