NOTICE OF POSITION VACANCY

CAREER SPECIALIST – TALENT SEARCH
Student Affairs Department

** CONTINUED EMPLOYMENT IS CONTINGENT UPON GRANT FUNDING **

**Application Deadline:** November 21, 2014

**Salary:** Commensurate with experience

**Minimum Qualifications:**
Associate's degree (A.A./A.S.) or equivalent from a two-year college or technical school, plus two years customer service or educational experience and/or training required. Bachelor’s degree in education or related field preferred. Previous grant experience a plus. Valid state Driver’s License required.

**Duties and Responsibilities:**
Promotes and implements the TRIO Educational Talent Search Program by identifying, advising, and instructing program participants, promoting activities, collecting data, and maintaining records.

Application information is available at [www.chipola.edu/personnel/jobs](http://www.chipola.edu/personnel/jobs). Inquires may be directed to Human Resources at pippenw@chipola.edu or (850)718-2269. Completed application, resume, and copies of college transcripts should be submitted to pippenw@chipola.edu or by mail to:

Chipola College
Human Resources
3094 Indian Circle
Marianna, FL 32446

Candidates may be subject to background investigations which may include, but are not limited to criminal history, credit history, driver’s license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Karan Davis, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 184B, Marianna, FL 32446, 850-718-2205, davis@chipola.edu