

**John A. Logan College** is seeking candidates for the following position:

## **Literacy Counselor/Facilitator**

**Job Type:** Non-Teaching Professional

**Deadline to Apply:** Open until filled

**Salary:** \$22,230 per year

**Qualifications:** Required Qualifications • Bachelor's degree in education, counseling, or related field • Experience in adult education • Experience working with at-risk population or literacy

### **Description:**

Part-Time; Grant; Non-Teaching Professional; Grade 1

Hours: 25 hours per week

### **Essential Functions and Responsibilities**

- Provide support services to tutors/learners within the AVL grant
- Implement adult volunteer literacy grant
- Recruit, assess, and train tutors
- Recruit and assess learners
- Collaborate with adult education staff to provide seamless services to students
- Conduct follow-up with tutors/learners to ensure retention and maintain records for grant
- Assist in preparation and delivery of program activities
- Collect, enter, and report data
- Ability to enter data, prepare correspondence, and communicate using a computer
- Attend local, regional, and state meetings, trainings, and/or conferences
- Perform duties as required by the Director of Adult Education
- Perform other duties as assigned
- Duties must be performed on John A. Logan campus or designated locations

### **HOW TO APPLY**

Send a John A. Logan College [Non-Teaching Professional application \(PDF\)](#) cover letter, resume and copy of all transcripts to [robynbrummett@jalc.edu](mailto:robynbrummett@jalc.edu) or mail it to the address listed below:

#### **John A. Logan College**

Office of Human Resources Room C116

700 Logan College Drive

Carterville, IL 62918

