

ELIZABETHTOWN COMMUNITY & TECHNICAL COLLEGE

Ready-to-Work Coordinator

This position identifies, maintains, and supports ECTC students receiving TANF/KTAP benefits. Serves as case manager for Ready-to-Work (RTW) enrollees, supervisor to the Work & Learn case manager and responsible party for overall contract management (including budgeting and reporting). Provides career counseling, job development and placement services, develops and delivers supportive services and programs for RTW students. Good computer skills, communication skills, relationship building experience, and organizational ability essential.

Minimum Requirements: Bachelor's degree and three years related work experience or equivalent; Master's degree in a Human Services or Counseling field preferred. This position is contingent on grant funding. Employee hired for this position will be on a staff contract through June 30, 2008.

Review of applications will begin February 6, 2008 and continue until position is filled.

To apply applicants must submit the following materials: A letter expressing interest in position, current resume, KCTCS Staff application, copies of college transcripts and three (3) letters of recommendation. Additional information and employment application is available online at <http://www.elizabethtown.kctcs.edu>.

Send application materials to:

Elizabethtown Community & Technical College
Human Resources
600 College Street Road
Elizabethtown, KY 42701

KCTCS/ECTC is an equal opportunity employer and education institution. Women and minorities are encouraged to apply.