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| Assistant Director, Adult Learning Center |
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| |  |  | | --- | --- | |  | | | Category: | Part-time Staff | | Subscribe: |  | | Department: | Institutional Advancement | | Locations: | Bedford, MA | | Posted: | Apr 5, 2023 | | Closes: | May 16, 2023 - 11:59 PM EDT | | Type: | Part-time | | Position ID: | 160877 | | [Print Friendly](https://middlesex.interviewexchange.com/jobofferdetails.jsp?JOBID=160877) [Facebook Sharing Feature](https://www.facebook.com/sharer/sharer.php?u=http://middlesex.interviewexchange.com/jobofferdetails.jsp?JOBID=160877) [Twitter Sharing Feature](https://twitter.com/intent/tweet?text=Check%20this%20out&url=http://middlesex.interviewexchange.com/jobofferdetails.jsp?JOBID=160877) [LinkedIn Sharing Feature](https://www.linkedin.com/shareArticle?mini=true&title=Assistant%20Director,%20Adult%20Learning%20Center&url=http%3A%2F%2Fmiddlesex.interviewexchange.com%2Fjobofferdetails.jsp%3FJOBID%3D160877&summary=&source=)  Share | |   About Middlesex Community College:  Middlesex Community College (MCC), established in 1970, provides access to affordable education for a diverse community from all ethnic backgrounds and identities, preparing individuals for success and lifelong learning. We promote academic excellence, provide workforce development opportunities, and empower all learners to become productive and socially responsible members of our local and global communities.  The College provides a broad range of services that are essential to attract, reward, and retain talented faculty and staff. The MCC community promotes a culture of inclusion in which our employees feel supported and empowered to best serve our diverse student population. We are proud to offer our classes on both the Bedford and Lowell campuses, as well as a robust online course offering. MCC is committed to transforming lives as we educate, challenge, and support all students as evident in our [strategic plan](https://www.middlesex.mass.edu/strategicplanning/downloads/mcc2227splan.pdf).  As an Affirmative Action employer, MCC strongly encourages members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence to apply.  Job Description:  **Title:** Assistant Director, Adult Learning Center  **Unit:**Part-Time, Non-Unit  **Department:** Institutional Advancement Division, Adult Learning Center Department  **Reports to:**Director of Adult Learning Center and Links Program  **Date:**April 5, 2023  **General Summary:**The Assistant Director of the Adult Learning Center provides leadership support to the MCC Adult Education Program and assists the Program Director in the overall coordination, administration, strategic planning, and educational leadership of the program.  **Duties and Responsibilities**:   * Assist the Director of the Adult Learning Center in the innovative and strategic leadership of the ALC * Support the director in the hiring, training, and supervision of all staff according to both the college's and DESE's policies * Support the director with differentiated supervision, coaching, evaluations and access to quality professional development opportunities * Create conditions that promote the highest levels of both teaching and learning * Adapt to new curriculum and performance standards, advances in technology and policy directives from ACLS as they emerge * Support with alignment of curriculum with the CCRS and research based instructional practices * Support with ongoing development of digital literacy curriculum and student access to technology * Support continuous program improvement through a process that engages all staff and students * Assist in collaboration with WIOA partners to enhance career pathways for students * Remain current with all college, WIOA, and ACLS initiatives or requirements that impact staff or students in the program * Assist students with obtaining services from college departments and WIOA partners to ensure educational support, transition to higher education, training programs and other career pathways * Attend professional development conferences, workshops, webinars sponsored by MCC, DESE, SABES, etc.as needed or recommended * Coordinate and assist with program publicity, recruitment efforts, and student advising * Collect and analyze a variety of data to make informed decisions * Assist in maintenance of effective record-keeping systems; input data and monitor LACES reports * Participate in grant-writing and yearly grant renewal process; prepare staff for site visits and program quality reviews * Support the director with payroll processes and tracking of grant expenditures   Requirements:   * Bachelor's Degree in Education, Public Administration, or related area * 3-5 years of experience in administering state and/or federally funded adult education and training programs or appropriate combination of education and experience * Excellent organizational skills, excellent oral and written communication skills. * Ability to self-direct as well as collaborate with a team * Experience with equity-minded work and/or understanding of individuals of diverse identities such as race, ethnicity, socioeconomic level, sexual orientation, veterans, and individuals with different academic preparation levels and varying physical and learning abilities.   **Preferred Qualifications:**   * Master's Degree in Education, Public Administration, or related area * Previous experience in Massachusetts Adult Education system * Previous experience with DESE funded programming and with the LACES data management system * Strong computing and knowledge of technology in educational environment * Background in an alternative education/higher education   Additional Information:  **Salary**: $34.00 per hour; This is a part-time, non-benefitted position. This position is grant funded and will be renewed annually every 7/1, based on grant funding  **Location**: Bedford campus with occasional travel to Lowell as needed  **Hours**: The employee would work 18.5 hours per week, up to 12 hours per week at the Bedford Campus with remaining 6.5 hours to provide remote coordination for Program's evening program  **Expected Start Date**: June 2023  **Application Deadline**: May 16, 2023  Application Instructions:  All applicants must apply online by submitting:   * Cover Letter * Resume * Names and contact information for three (3) professional references   **Pre-Employment Requirements**:  The College will not sponsor applicants for work visas.  Candidates for employment should be aware that all Middlesex Community College students, faculty, and staff are required to be fully vaccinated. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. Please review the College's COVID-19 Vaccine Policy for Employees for more information.  Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.  Middlesex Community College only accepts application materials through our online application system. We are unable to accept application materials through mail, email, fax, or hand delivery. If you do not have access to a computer, please contact Human Resources at [careers@middlesex.mass.edu](mailto:careers@middlesex.mass.edu).  Middlesex Community College strives to make the application and interview process accessible for all applicants but understands that applicants may still encounter barriers due to ability, language, or technology. If we can make the process any more accessible for you, contact Human Resources at 781-280-3549 or [careers@middlesex.mass.edu](mailto:careers@middlesex.mass.edu). |
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