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| **Coordinator of Returning Adult Center (In House: Coord of Student Support) 3 Positions** |
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| **About Mount Wachusett Community College:**Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond. Mount Wachusett Community College is located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.[**http://mwcc.edu/about-mwcc/**](http://mwcc.edu/about-mwcc/)**Job Description:****General Statement of Duties**The Student Support Specialist coordinates and delivers services supporting student success for the MassLinks Adult Education Online Academy. This position coordinates and delivers individualized, small, and large group activities supporting the following functions of the MassLinks program: (1) Enrollment Management (2) Career Planning and Job Placement Services (3) Academic Support and Student Success (4) Academic Planning and Post-program Transitioning (5) Personal Planning and Support Services. The Student Support Specialist maintains superior knowledge of funder policies and procedures. This position also maintains superior knowledge of internal and external support services and fosters strong partnerships with colleagues and community partners to facilitate access to a broad network of support services for students enrolled in the MassLinks program. The Student Support Specialists assists with the assessment and data management needs of the program as assigned by the President's Designee and performs other duties as assigned in support of Student Success for the MassLinks program. **Responsibilities*** Develop and record comprehensive career development plans for students enrolled in courses overseen by the Department of Adult Education including the MassLinks Adult Education Online Academy;
* Utilize superior knowledge of statewide priority industries identified by the Workforce Skills Cabinet to coordinate the creation of comprehensive academic and career plans;
* Utilize superior knowledge of academic programs offered at Massachusetts' Community Colleges to coordinate the creation of comprehensive academic and career plans;
* Incorporate regional Labor Market Information into academic and career plans;
* Support regular outreach to individuals and groups of individuals interested in enrollment in Adult Education programming at MassLinks. This outreach will be conducted remotely using phone and/or video conferencing technology (Zoom, Google Meet, WebEx etc.)
* Support individual and group intake activities for the MassLinks Adult Education Online Academy. These activities will be conducted remotely using phone and video conferencing technology (Zoom, Google Meet, WebEx etc.);
* Support the summative assessment needs of the program;
* Coordinate and provide assistance to students transitioning to credit-bearing academic coursework at MWCC or their local community college. This assistance will be provided through remote advising services conducted via phone or video conferencing technology (Zoom, Google Meet, WebEx etc.);
* Utilize technology consistent with high-quality academic advising services at MWCC;
* Utilize the technology required of Adult Education programs in Massachusetts;
* Utilize everyday technology to effectively and efficiently coordinate and deliver high quality academic and career counseling services to students of the adult education program;
* Utilize technology to meet the enrollment and career development needs of potential and currently enrolled students within the Adult Education department;
* Apply their knowledge of student support services at MWCC to make appropriate and timely referrals to support student success;
* Apply their knowledge of regional support services (state-funded, community-based, etc.) to make appropriate and timely referrals to support student success;
* Collaborate with staff at partner agencies to ensure eligible individuals access services across agencies in North Central Massachusetts.

For Complete Union Specifications please click [**HERE**](https://www.mass.edu/shared/classificationspecs/specsmccc/Coordinator%20Returning%20Adults%20Center%20-%20HB%201648.doc)**Requirements:****Minimum Qualifications:** * Master's degree in Higher Education Administration, Social Welfare, Counseling, or closely related field;
* Three (3) years’ experience and/or training that includes counseling, personal/academic advisement; non-traditional student interaction, welfare procedures, or program management; or
* An equivalent combination of education, training, and experience.

**Desired*** Master's Degree in Education or closely related field;
* Experience developing/delivering outreach and communication plans;
* Experience with web-based technology and communication tools;
* Experience with shared document systems (MS365, Google Workspace for Education, etc.);
* Previous experience working with adult learners

**Equivalency Statement**Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.**Additional Information:**In-house Title: Coordinator of Student SupportSalary: $58,320.00-$99,407.00\*\*\*\*Actual Salary determined by education, experience and any applicable grant limitations per the collective bargaining agreement.Grade:5Employee Status: Full Time Grant FundedBenefits: Yes Hours per Week: 37.5 \* Potential for Hybrid/Remote work with onsite work pending business needs.Number of Weeks: 52*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.***Application Instructions:**Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. 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. Face coverings are required while indoors on campus. For addition information on COVID19, please visit:[**https://mwcc.edu/covid/**](https://mwcc.edu/covid/)Potential for Hybrid/Remote work with onsite work pending business needs.There will be (3) three positions available: * Coordinator of Student Support - Adult Education
* Coordinator of Student Support - ESOL
* Coordinator of Student Support - Generalist

The following documents are required:1. Resume2. Cover Letter*Anticipated Effective Date: May 2022**Applications accepted up to and including April 28, 2022**Applications received after April 28, 2022 MAY be considered until the position is filled.**Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).* |