

Program Coordinator - Adult Learning Center, Grant Funded

About Middlesex Community College:

Middlesex Community College (MCC) employs over 1,000 people in full-time, part-time, faculty, professional administrative and support positions at campuses in both Lowell and Bedford. MCC is a dynamic institution, priding itself on the quality as well as the diversity of its programs that foster student success. MCC strives for a faculty and staff that reflect its richly diverse community of students.

Applications for employment are considered without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, or veteran status. Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, 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.

Prospective employees are encouraged to review the College's Annual Safety & Security Report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <https://www.middlesex.mass.edu/disclosurestatements/campsecrpt.aspx>

Job Description:

Title: Program Coordinator - Adult Learning Center, Grant Funded

Unit: MCCC/MTA Unit Professional-Part-Time, Non-Benefitted, Grant Funded



Department: Adult Learning Center

Reports To: Program Director, Adult Learning Center and Links Program

Date: 4/6/2021

GENERAL SUMMARY:

The Program Coordinator of the Adult Learning Center (ALC) coordinates activities of the Middlesex Community College (MCC) ALC and provides direct services to all current and potential students at the ALC.

Category: Part-time Staff  
Department: Institutional Advancement
Locations: Lowell, MA
Posted: Apr 6, 2021
Closes: Apr 27, 2021 - 11:59 PM EDT
Type: PT No Benefits
Position ID: 129766



The Coordinator works with a diverse student body (wide variety of ages, backgrounds, cultures, abilities and levels of motivation) and assists the Program Director in the coordination of the daily program projects and activities. The Coordinator maintains student assessment information and other records, such as attendance and homework completion, in order for the Center to continuously improve its program offerings and provide needed statistics to the Department of Elementary and Secondary Education (DESE). The Coordinator meets regularly with students to provide advising and referral services and collaborates closely with the Program Director on the daily operations of the program.

ESSENTIAL JOB FUNCTIONS:

Coordinates the activities of the Adult Learning Center including the planning, scheduling and supervision of daily program activities; oversees program development and staff development activities; assists with long/short term program planning; implements programmatic changes as appropriate
Responds in a timely manner to all prospective student inquiries
Guides students through the registration process according to ALC and DESE protocol
Administers and analyzes placement tests (TABE) to assure students are assigned to classes at the appropriate level
Administers and tracks Massachusetts Adult Proficiency Tests (MAPT) in strict compliance with DESE standards
Works in conjunction with the Director in the compilation of data and reports in the DESE data management system (LACES) and the review of DESE grants and budgets
Advises students; confirms student eligibility for partner programs (Mass Hire, MRC, DTA, etc.) and provides appropriate referrals to Links, MCC or other potential training programs
Works with MCC personnel to ensure compliance with ADA requirements and assists students in need of services through the college's Disability Support Services (DSS) department
Provides interventions as needed to students with difficulties adhering to ALC and MCC policies.
Conducts information sessions for HiSET/GED candidates and assists with the online registration process.
Maintains confidential student records and files per MCC and DESE regulations
Uses the LACES database to maintain program information and assists with required Desk Reviews
Attends required training sessions, conferences, workshops or webinars sponsored by MCC, DESE and SABES, etc. for program and professional development purposes
Coordinates and works in collaboration with the Director in the recruitment and building of local community partnerships
Works in conjunction with the Director in the completion of instructor observations, staff follow-up meetings, development of program calendar and class schedules
Assists the Director in coaching and supporting instructors to insure alignment of the curriculum with the CCRSAE
Works in collaboration with the Director in compiling data and preparing reports for MCC and DESE Grant writing and continuous improvement plans
May be responsible for the coordination and/or supervision of assigned staff including planning and conducting staff meetings
Performs other duties as assigned.

ADA COMPLIANCE

The Massachusetts Board of Higher Education - Middlesex Community College is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Massachusetts Board of Higher

Education - Middlesex Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Requirements:

Minimum Training and Experience

Bachelor's degree in Education, Counseling, Business, or closely related field

Experience and/or training that includes alternative learning program coordination, teaching, counseling, student testing, grant development/coordination, and program management; or an equivalent combination of education, training, and experience.

Excellent computer, organizational, oral and written communication skills

Experience with equity-minded work and working with individuals of diverse identities such as socioeconomic level, sexual orientation, race, ethnicity and veterans, including those with different levels of academic preparation and varying physical and learning abilities

PREFERRED:

Bilingual skills

Understanding of ABE Guidelines, CCRSAE and adult learning theory and practice

Additional Information:

This is a grant-funded, part-time non-benefitted MCCC unit professional staff, 18.5 hour per week position.

This is a fully grant funded position, the employee will be renewed on an annual yearly basis, provided sufficient grant funding.

Location: During COVID restrictions, this position will primarily be remote with occasional, visits to Lowell and Bedford campus as necessary.

Hours: This is a part-time non-benefitted, 18.5 hours per week position, MCCC Unit Professional position.

The employee would work a set schedule of hours on Tuesdays from 8-2, Wednesdays from 8-2:30 and Thursdays from 8am to 2pm with occasional evening hours outside of the normal schedule with hours being adjusted accordingly. For further information, see the MCCC Collective Bargaining Agreement.

Salary: \$30.03 in accordance with Article 21.01 of the [MCCC Collective Bargaining Agreement](#)

Starting Date: May 2021

Application Deadline: April 27, 2021

The College will not sponsor applicants for work visas

Application Instructions:

Applicants interested in applying MUST submit the following documents via online:

1. Cover Letter
2. Resume

After completing all of the steps below, please go back into the newly created account and double check that your resume and cover letter uploaded.

Middlesex Community College understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance with the job application process, please contact the Affirmative Action Officer at 781-280-3536 or nicholsr@middlesex.mass.edu

If you have any questions follow the link below to the Interview Exchange Frequently Asked Questions (FAQs)

[Frequently Asked Questions \(FAQ's\) ?](#)

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