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| **Sr Community Outreach Counselor / Coord of Adult Education Outreach, Recruitment, and Enrollment** |
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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 Coordinator of Adult Education Outreach, Recruitment, and Enrollment is responsible for coordinating and delivering diverse outreach and recruitment efforts on behalf of the Department of Adult Education and the MassLinks Adult Education Online Academy. This position partners with internal offices at MWCC (admissions, marketing, etc.) as well as community partners to coordinate marketing and outreach efforts to support the enrollment goals of the Department of Adult Education and the MassLinks program. The position coordinates and conducts information sessions, individual and small group enrollment appointments, orientation sessions, technology support sessions for new students. This position develops community partnerships in support of enrollment goals and student success and executes strategic communications designed to foster community relations and expand recognition for Adult Education programming at MWCC and the MassLinks program statewide.  **Responsibilities**   * Provides outreach and coordination for the MWCC Department of Adult Education and the MassLinks Adult Education Online Academy (i.e.  coordinates daily functions and activities of assigned project/program; identifies special population students eligible and in need of special supports available through project; targets special population students and encourages enrollment; provides liaison between students and staff on various campus services on campus; answers telephone/drop-in inquiries about project services; compiles enrollment statistics by gender, ethnicity, age, financial education status, and enrollment in non-traditional career programs); * Provides advising, referral, and ongoing support to Adult Education and MassLinks students (i.e. develops individual education plans for students; administers career exploration, personality, and interest inventory assessments; evaluates data, disseminates results, and develops career plans; works to inspire/motivate students to achieve identified goals; reviews/records progress of students; registers/schedules classes for incoming students); * Coordinates, and facilitates all steps of the enrollment process such as initial inquiry (and monitoring of inquiry data), placement assessment registration, intake appointments, orientations, and monitors students academic progress and engagement throughout their time in the program; * Coordinates and administers required NRS Adult Education student assessments. This includes (1) Test of Adult Basic Education (TABE) (2) Massachusetts Adult Proficiency Test (MAPT) (3) The Best Plus 2.0 (or most recent version) (4) The Best Literacy (5) TABE Clas-E Reading (6) TABE Clas-E Writing (7) Accuplacer; * Coordinates provision of information and presentation of workshops (i.e. develops/presents workshops, resource fairs, and activities for the Adult Education program and the MassLinks Adult Education Online Academy; plans/conducts information sessions serving target populations); * Attend all supervisor and program wide meetings (in person or virtual) as scheduled by the Director of Adult Education and or the President's Designee, or funder; * Follows up on periodic meetings of grant personnel; records/reports grant requirements, activities, and pertinent data; * Performs administrative tasks associated with department activities (i.e.  maintains student files; prepares individual education plans, progress notes, grant reports, student assessments, flyers, purchase orders, reports, forms, and general correspondence; receives or refers to grant proposals, career interest tools, transcripts, withdrawals, enrollment statistics, attendance reports, curriculum, catalogs, policies, procedures, manuals, and reference materials); * Interacts with various agencies/individuals (i.e.  attends meetings and serves on committees; communicates with supervisor, employees, other departments, students, faculty members, community organizations, the public, outside agencies, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems); * Other Duties as assigned.   For Complete Union Specifications  Click [**HERE**](https://www.mass.edu/shared/classificationspecs/specsmccc/Senior%20Community-Outreach%20Counselor%20-%20HB%201404.doc)  **Requirements:**  **Minimum Qualifications:**   * Master's degree in Counseling, Education, Rehabilitation, Vocational Assessment, or closely related field; * Two (2) years experience and/or training that includes career counseling, academic advising, project administration, or grant coordination; or * An equivalent combination of education, training, and experience.   **Desired Qualifications:**   * 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 Adult Education Outreach, Recruitment, and Enrollment Salary: $52,754.00-89,919.00  Actual Salary determined by education, experience and any applicable grant limitations per the collective bargaining agreement. Grade: 4 Employee Status: Full Time Grant Funded Benefits: 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  The following documents are required: 1. Resume 2. 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).* |