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NORTH SHORE COMMUNITY COLLEGE

January 24, 2008

POSITION POSTING

FY'08-FT11

AN EQUAL OPPORTUNITY EMPLOYER

POSITION OPENING: Workforce Assessment Coordinator (Senior Special Program Coordinator) Center for Alternative Studies and Educational Testing (CAS)
MCCC Unit Position, Level 5, Title III Grant funded position through September 30, 2008

GENERAL STATEMENT OF DUTIES:

The Workforce Assessment Coordinator, works with business and academic communities to explore workforce trends and readiness skills, supports workforce competencies and provides vision and direction for alternative credit articulations designed to link college curriculum to industry standards.

RESPONSIBILITIES include but are not limited to:

1. Collaborate on the development of non-credit to credit articulations.
 - Research trends and investigate methods for assessment of industry-specific credentials and non-credit learning experiences in relation to college credit.
 - Facilitate the evaluation of non-credit course content in conjunction with academic Deans and faculty.
 - Collaborate with Dean of Corporate and Community Education on outreach to business and industry.
 - Work collaboratively with faculty and staff across the College to identify alternative pathways to certificates and degrees.
 - Work collaboratively with Institutional Research, Student and Enrollment Services and other appropriate departments to compile and share student and market trends/industry data.
2. Support the Program Review Process.
 - Survey industry experts and interpret aggregate data on student performance to compile information about workforce readiness skills.
 - Work in collaboration with department faculty and the CTLA Curriculum Resource Specialist to design processes & methods for alternative assessments of workplace competencies.
 - Work with CTLA staff and faculty performing Program Review to devise ways to research and project market trends and to incorporate workforce readiness standards into self-study and assessment processes.
 - Serve as member of the CTLA Advisory Board.
3. Participate in the daily operational functions of CAS
 - Collaborate with Alternative Studies Coordinator to evaluate related CAS programs and to develop systems to integrate Evaluation Credit and curriculum.
 - Participate in all of CAS activities – alternative studies, testing, advising – as needed.
 - Other duties as assigned.

SUPERVISION RECEIVED: Director, Center for Alternative Studies and Educational Testing

MINIMUM QUALIFICATIONS:

- Master's degree in Education or a related field, with three (3) years experience and/or training, which may include business management, program/project management, grant administration, budget development, community relations, curriculum development, education, counseling, non-traditional student services, or public assistance programs; or an equivalent combination of education, training, and experience.
- Demonstrated success with post-secondary curriculum development and assessment.
- Experience with workforce development issues.
- Knowledge of and experience with formal testing/assessment
- Experience working as part of a team with faculty, staff and administrators.
- Ability to take initiative with faculty and administrators.
- Knowledge of computer operations in an academic environment.
- Strong interpersonal skills with sensitivity to adult learners and demonstrated ability to effectively interact with culturally diverse populations.
- Willingness to work off-site and evenings/weekends.

SALARY: Anticipated starting salary is \$49,306.00. Actual salary will be determined in accordance with classifications determined of MCCC/MTA salary schedule commensurate with education and experience

CIRCULATION: NSCC including part time non-benefited employees, consultants, and bargaining unit members; Massachusetts community colleges; DET; Local newspapers; minority recruitment sources.

APPLICATIONS: Resume review will begin on February 8, 2008 and continue until position has been filled. Submit resume and cover letter via e-mail to: jobs@northshore.edu or mail to Patricia DePamphilis, Human Resources, NSCC, One Ferncroft Road, Danvers, MA 01923. Fax: (978) 762-4038.

STARTING DATE: ASAP

GENERAL INFORMATION:

North Shore Community College is an equal opportunity and affirmative action employer. Minorities and women are particularly encouraged to apply for those positions and to so identify themselves. Employment will depend on meeting the requirements set by the Immigration Reform Act of 1986. All inquiries concerning application of the above should be addressed to the College Affirmative Action/Section 504 Coordinator.

Jill Thornton

Director, Center for Alternative Studies & Ed. Testing

Paul Frydrych

Vice-President for Academic Affairs