



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

www.martincc.edu/jobs

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Director, High School Programs (Full-time)

Position:	Director, High Schools Programs
Contract Length:	12 Months
Job Summary:	<p>Under limited supervision the Director of High School Programs provides leadership, development, assessment, and evaluation of curriculum dual enrollment programs for high school students including development of Career and College Promise (CCP) pathways; enrollment and maintenance of student files; CCP New Student Orientation; program reporting and evaluation. Exercises supervision of Career Coaches and Bertie Early College High School Liaison.</p> <p>Job duties to include:</p> <ul style="list-style-type: none"> • Provides leadership for all high school dual enrollment programs to include establishing, implementing, and evaluating area goals and objectives; advises and collaborates with the appropriate Associate Vice Presidents, Division Chairs, and faculty regarding CCP program pathways and course offerings • Provides communications to area public and private high schools, charter schools and homeschools; meets with high school contacts regarding student needs and program success; collaborates with faculty and staff to coordinate program and job awareness • Serves as liaison between MCC and Martin County Schools, Bertie County Schools, charter schools, private schools, homeschools and other local school systems and agencies • Provides academic advising to high school students and traditional students (as needed), registers CCP students for MCC classes, administers placement tests for high school students • Provides direct supervision, training and evaluation of Career Coaches and Bertie Early College High School Liaison • Provides new student orientation for high school students and traditional students • Verifies eligibility and maintains files for CCP students for FTE auditing compliance • Recruits and markets available programs and opportunities <p>Knowledge, skills, and abilities to include:</p> <ul style="list-style-type: none"> • College policies and procedures regarding admissions standards and educational program requirements; graduation requirements; transfer requirements and procedures of regional four-year institutions • Concepts of adult learning • Principles and practices of educational and career advising, various testing requirements and instruments • Establish rapport with students • Work independently in absence of supervision • Interpret and apply college policies and procedures
Required Qualifications:	<ul style="list-style-type: none"> • Bachelors degree in Education, Business, Psychology, or a related field from a regionally accredited institution. • Must have a minimum of three years of experience working with high school dual enrollment programs and/or supervising/leading student success teams.
Preferred Qualifications:	<ul style="list-style-type: none"> • Master's degree in Counseling, Secondary Education, Higher Education, or Educational Administration from a regionally accredited institution. • Two or more years of instructing and advising experience in a post-secondary institution

	<ul style="list-style-type: none"> • Knowledge of Career and College Promise eligibility and enrollment guidelines.
Anticipated Hiring Range:	\$42,660 - \$63,991; based on experience
Additional Information:	NONE
Benefits:	State Health Plan (Medical) Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan Leave (Faculty Personal, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
FLSA Status:	Exempt
Application Deadline:	Application Start Date: November 9, 2021 Application Deadline: November 23, 2021
Position Available:	Starting January/February 2022

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Unofficial copy of college transcripts (Originals will be required if offer of employment is extended)
- Resume (Not accepted in lieu of application. **Applications referencing resume will not be considered**)
- Cover letter

Application materials may be submitted via email to: humanresources@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892