

Career and Education Case Manager (Part-Time) Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249589>

Downloaded On: Dec. 4, 2024 2:16pm

Posted Nov. 25, 2024, set to expire Mar. 24, 2025

Job Title	Career and Education Case Manager (Part-Time)
Department	Adult Basic Education
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Nov. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Career and Education Case Manager (Part-Time)

Category: Part Time Non-Benefitted

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes:

Type: Part Time

Position ID: 183300

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General Statement of Responsibilities

The Career and Education Case Manager is a member of a team of professionals that implement the mission and vision of Quinsigamond Community College's Adult Community Learning Center. The Case Manager is primarily responsible for creating a culture of student self-efficacy and persistence, developing educational and career goals with each student and refer students with barriers to outside social agencies. This is a part-time (PT) Career and Education Case Manager position that is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE).

Supervision Received

The Career and Education Case Manager reports to the Career and Education Specialist of the Adult Community Learning Center.

Supervision Exercised

None.

Duties and Responsibilities

- Assist in the development and implementation of a career and education curriculum that will be integrated into classroom lessons. Collaborate with the instructors to plan and coordinate the lesson that will be completed together.
- Develop career pathways and provide activities in the classroom that allow students to learn about and make informed decisions regarding postsecondary education, training, and/or employment.
- Work cooperatively with Instructors in assisting students with setting realistic timelines for achieving their goals to develop and implement student individual education and career goals.
- Meet with students to help them transition into and retain them in our program.
- Partner with instructors to counsel students through level changes, and other issues that may arise in the classroom.
- Provide workshops, speakers, and service information.
- Monitor students' progress and attendance to identify "at risk" students. Identify the barriers to participation by referring students to outside social service agencies.
- Refer students to other relevant educational or workplace programs.
- Collaborate among Career and Education Case Managers and Instructors to create a culture of self-efficacy and persistence.
- Identify potential employment opportunities for qualified students.

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- Follow up on students who have left the program, recording relevant information.
- Maintain confidential records and electronic advising notes.
- Become proficient with the state reporting system (LACES).
- Attend relevant workshops and trainings.
- Remains current in the Worcester area job market, as well as current job market trends. Knowledge of community-based resources for employment and training resources.
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Provide flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assess processes and procedures and revise accordingly.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications

- Bachelor's Degree in Counseling, Education, or related field.
- Ability to maintain a high degree of confidentiality
- Experience working with individuals from diverse ethnic, racial, and linguistic groups.
- Excellent organization and communication skills.
- Excellent computer skills

Preferred Qualifications

- Master's Degree in Counseling, Education, or a related field.
- Experience in Adult Education
- Experience and skill using industry-standard computer applications, such as Microsoft Office (e.g., Outlook, Teams, Word, Excel, PowerPoint, etc.); proficiency, familiarity, and comfort with

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- computers
- Bilingual

Additional Information:

Quinsigamond 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.

Quinsigamond 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.

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Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=183300>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Adult Basic Education
Quinsigamond Community College

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