

Digital Inclusion Specialist -Adult Community Learning
Center
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253949>

Downloaded On: Mar. 6, 2025 11:19am

Posted Mar. 4, 2025, set to expire Mar. 21, 2025

Job Title	Digital Inclusion Specialist -Adult Community Learning Center
Department	Adult Basic Education
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Mar. 4, 2025
Application Deadline	03/21/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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Digital Inclusion Specialist -Adult Community Learning Center

Category: Administrative

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes: 3/21/2025

Type:

Position ID: 185497

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General Statement

The Digital Inclusion Specialist is a member of a team of professionals that implement the mission and vision of Quinsigamond Community College's Adult Community Learning Center. The Digital Inclusion Specialist is responsible for assisting students and staff with affordable internet access, device acquisition, digital skills, and application support. The Specialist will work directly with staff and students to assess and build their skills so they can access and engage in synchronous and asynchronous class modalities. The Digital Inclusion Specialist will be responsible for providing strategic leadership and data driven action in support of the programs and the College's DEI commitments.

Supervision Received

Reports directly to the Director of the Adult Community Learning Center.

Supervision Exercised

Supervises part time Digital Navigators

Duties and Responsibilities

- Develop and enhance staff's digital skills.
- Lead and organize digital workshops for staff throughout the year.
- Design and oversee the integrated digital literacy curriculum for both the ABE and ESOL curriculum.
- Oversee workshops and classes that will be offered during the year for students.
- Provide a scheduled, clearly communicated time for office hours, in which a student can visit if they need assistance with accessing their academic platforms or other aspects of their technological learning.
- Communicate frequently with individual staff and students regarding their progress towards their goals.
- Oversee and participate in the series of in-class digital literacy sessions relevant to the needs of adult students.
- Administrator of the Northstar Digital Literacy account
- Support teachers during lessons that are integrating technology in class.
- Manage and oversee the programs student laptop loaner program.
- Participate and assist in the all-staff meetings, including planned fall and spring orientation weeks, common planning, curriculum development meetings, ongoing professional and program

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- development activities, and directing orientation activities with students.
- Stay up to date with industry standards in digital inclusion (NDIA- National Digital Inclusion Alliance).
 - Lead strategic and innovative initiatives in the program.
 - Coordinate and provide new staff onboarding of technology components in the program.
 - Coordinate with the appropriate staff regarding students in need of additional services.
 - Manage the programs social media sites and assist in designing and maintaining the programs website.
 - Assist the program in collecting required student information for reporting purposes.
 - 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
- Exceptional interpersonal, verbal, and written communication skills with a demonstrated experience in collaboration.
- Energetic, inspiring, courageous, innovative, and a visionary leader with outstanding people and management skills, as well as the ability to work effectively and collaboratively across departments.
- Proven ability to work collaboratively and effectively with a variety of individuals with differing social identities, cultural backgrounds, socioeconomic classes, linguistic groups, and life experiences.
- Ability to travel locally and statewide



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Preferred Qualifications

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.

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=185497>



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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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