

Site Administrator, Adult & Community Education
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256137>

Downloaded On: Jun. 22, 2025 11:18am

Posted Apr. 22, 2025, set to expire Aug. 21, 2025

Job Title Site Administrator, Adult & Community Education
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Apr. 22, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education
Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Site Administrator, Adult & Community Education

Requisition Number: SCA00832

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General Description

The Site Administrator, Adult and Community Education is a part-time, temporary position which serves as the liaison between the Adult and Community Education department at Community College of Philadelphia and Free Library of Philadelphia (FLP) staff and CCP instructors of adult education classes offered at FLP branch clusters. Community College of Philadelphia, in partnership with the Office of Children and Families Adult Education Division, provides English as a Second Language (ESL), Adult Basic Education (ABE), and High School Equivalency (HSE) classes in high-need neighborhoods in Philadelphia via the Free Library of Philadelphia.

The Site Administrator oversees CCP adult education classes conducted at FLP branches within one neighborhood cluster. The Site Supervisor conducts student intake and assessment, coordinates instructional space with FLP staff, and addresses the needs of students and instructors. The Site Supervisor maintains regular communication with the Manager, Adult and Community Education and assists with program monitoring and evaluation, data collection, and local outreach/recruitment. Position will require onsite work and visitation to various FLP locations.

This is a part-time, temporary position with work hours not to exceed 25 hours per week.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve

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their goals.

Specific Responsibilities

- Cultivate and maintain a working relationship with FLP branch staff, CCP instructors, and CCP Adult and Community Education staff.
- Share needs expressed by students/instructors with Manager and appropriate FLP staff.
- Conduct student intake and ensure attendance and assessment is updated in the Adult Education Information System (AEIS).
- Conduct assessments using CASAS (ESL, ABE) or GED Ready (HSE) at FLP branches and assist with appropriate student placement or referrals.
- Assist with program monitoring and data collection, including survey administration and tracking of student numbers.
- Assist with outreach/recruitment by attending local events and developing strategies to reach local target populations.
- Distribute materials.
- Coordinate instructional space needs with FLP staff.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Perform other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent required.
- A minimum of one (1) year of related experience working in a community-based or educational setting.
- Ability to travel to various FLP locations and CCP campuses as required.
- Strong organizational, communication, and interpersonal skills required.
- Demonstrated ability to work independently and as a team member required.
- Strong problem-solving and customer service skills required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Qualifications

- Ability to speak Spanish preferred.

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Work Location: Main Campus, NERC, CATC, NWRC

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 1

Max Salary/Hourly Rate: \$17.48

Job Posting Open Date: 04/11/2025

Type of Position: Administrator

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Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?

- CareerBuilder.com
- HigherEdJobs.com
- LinkedIn
- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

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1. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.
2. (Open Ended Question)
3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
1. * Do you have a minimum of one (1) year of related experience working in a community-based oreducational setting?
 - Yes
 - No
1. * Do you have access to reliable transportation and the ability to travel within the local area?
 - Yes
 - No
1. * Are you bilingual in Spanish?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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