

Program Manager, Work-Based Learning (Huntsville  
Center)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=269175>

Downloaded On: Dec. 15, 2025 4:24pm

Posted Dec. 11, 2025, set to expire Dec. 18, 2025

<b>Job Title</b>	Program Manager, Work-Based Learning (Huntsville Center)
<b>Department</b>	
<b>Institution</b>	Lee College Huntsville, Texas
<b>Date Posted</b>	Dec. 11, 2025
<b>Application Deadline</b>	12/18/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Vocational/Technical Administration - Academic Unit
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**Job Description**

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**Program Manager, Work-Based Learning (Huntsville Center)**

**Salary:** \$63,273.60 - \$66,501

**Job Type:** Full-Time

**Job Number:** FY2300645

**Location:** Huntsville Center - Huntsville, TX

**Division:** Huntsville Center

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## **Position Overview**

**Please note: This is a grant-funded position.**

Starting Salary Range is \$63,273.60 - \$66,501. The initial salary offer is commensurate with education and related work experience. Under the supervision of the Director of Counseling and Advising, the Program Manager, Work-Based Learning, Huntsville Center will collaborate, communicate, and create outreach and marketing activities with all stakeholders, including employers, industry partners, students, and college administrators. The Program Manager, Work-Based Learning, Huntsville Center will plan, develop, and implement work-based continuum activities that prepare students for industry specific workforce skills, which can include but are not limited to the following: job shadowing, internships, mentoring opportunities, apprenticeships, labor market panels and career/work/related activities.

## **Essential Duties & Responsibilities**

- Ensure participants meet program eligibility criteria
- Develop and schedule program work plan
- Work with marketing staff to design materials and literature for distribution to potential participants; make presentations as needed
- Evaluate program effectiveness to develop improved methods, devise evaluation methodology, analyze results and make recommendations for improvement
- Assist with recruiting, interviewing and recommending participants for program
- Assist with registering participants to the program
- Conduct career exploration events
- Assist students with resume writing, cover letter, mock interviews, and employment opportunities
- Create networking opportunities
- Complete and submit participant reports, as required

## **Collaboration with Business**

- Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, apprenticeships, job interview panels and other career/work related activities.
- Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special population for academic enrichment and school-to-career opportunities.

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- Develop apprenticeship/internship opportunities in targeted career industries.
- Act as the primary contact for employers with project issues or concerns.
- Collaborate with non-profit organizations to identify funding sources for work-based learning opportunities.

**Collaboration with Students and Faculty**

- Counsel with individuals to help them understand and overcome personal, social, or behavioral problems affecting their work-based learning situations.
- Work with faculty and counselors to facilitate the supervision of internships and apprenticeships

**Advisory Boards**

- Coordinate and collaborate with the Technical Chair and Director of Counseling and Advising to develop agendas and advisory board meetings during the development process of new/restructuring advisory boards.
- Serve as a resource for advisory boards and recruit prospective new members to serve as Advisory Board Member.

**Additional Duties & Responsibilities**

- Attend workshops, conferences and meetings with business and educational leaders to provide information on programs available.
- Identify new sources of career/work related opportunities for program participants.
- Maintain an employer/labor database to provide reports on program participants.
- Maintain track of student apprenticeship/internship opportunities to report to funding sources.
- Develop guides, brochures, and promotional materials to market apprenticeship educational opportunities and benefits.
- Perform other duties as assigned.

**Minimum Education, Experience, Knowledge, Skills & Abilities**

- Bachelor's (or higher) degree
- Experience working with community and industry partners
- Demonstrate qualities of leadership, initiative, ability to effectively communicate both verbally and

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- Possess knowledge and skills to collaborate and coordinate resources for students, and community
- Comfort interacting with individuals from varied backgrounds
- Excellent organization skills
- Excellent interpersonal and communication skills
- Ability to manage complex processes
- Familiarly with online technologies
- Demonstrated ability to be flexible and creative in managing projects and identifying solutions to complex problems

**Special Requirements:**

- Candidate must pass a criminal background check by the Texas Department of Criminal Justice (TDCJ)

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5160471/program-manager-work-based-learning-huntsville-center>

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**Contact Information**

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**Contact**

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