

POSITION: MANAGER OF EDUCATIONAL PARTNERSHIPS

DUTIES AND RESPONSIBILITIES:

The Manager of Educational Partnerships would provide capacity for internal management of these efforts to increase this activity and would be responsible for:

1. Facilitating the direction and goals for K-12 outreach, tying it closely to the strategic goals of the College as well as those of the feeder K-12 systems with whom the College works.
2. Integrating efforts closely with faculty and staff members primarily responsible for implementing activities to insure necessary resources and supports are put in place to accomplish programmatic objectives.
3. Leading a coordinated effort to support a Civic Engagement infrastructure to mobilize students and employees to be engaged in volunteering, service-learning and longer-term service opportunities, such as an AmeriCorps program.
4. Facilitating the involvement of 4-year institutions to develop on QCC site delivery of post Associate degree programs. Serve as the facilitator of the development of specific efforts with the appropriate cross-functional College personnel to ensure program success.
5. Collaborating with the Development/Foundation and Grants Office to explore and seek external grant and foundation funding to support identified initiatives, projects and activities.
6. Working with the Academic Affairs area and Training and Education Center to ensure collaboration of program development that leverages QCC's unique curriculum strengths
7. Coordinating the collection of data with Institutional Research to collect performance data and report on strategic impact of education partnerships over the long-term.
8. Providing administrative support in terms of program logistics and planning, grant management, fiscal and programmatic reporting for efforts connected with specific education partnerships.
9. Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
10. Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
11. Embracing the ideals of diversity and inclusiveness and supporting 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.

12. Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.

13. Performing other duties as assigned.