



# Director for Adult Developmental and Literacy Programs

Full-time - Administrator

<b>DATE OF NOTICE:</b>	June 13, 2018
<b>ABOUT HARFORD COMMUNITY COLLEGE:</b>	<p>Harford Community College has served as an anchor institution in Harford County, Maryland since its inception in 1957. We are a mid-sized, comprehensive college committed to serving our community through high caliber educational offerings and cultural events.</p> <p>Harford Community College recently embarked on a journey to examine and reset its foundation. We recently became an Achieving the Dream institution, are working with Campus Works to redesign our student experience, and are actively building a strong data infrastructure—all in preparation for a 2019 strategic plan that will propel Harford Community College into the future.</p> <p>Our beautiful, 352-acre campus is conveniently located near Baltimore, MD; Philadelphia, PA; Washington, DC; and Wilmington, DE. We offer more than 70 affordable degree and certificate programs to nearly 2,000 full-time and 7,500 part-time students, as well as a wide variety of noncredit continuing education courses to nearly 11,000 students per year.</p>
<b>THE TEAM:</b>	<p>Harford Community College is a community of caring individuals who are dedicated to improving the lives of our students through education. Guided by our core values of integrity, excellence, lifelong learning, diversity, innovation, sustainability, communication, collaboration, and service, we prepare our students for workforce entry, career readiness and lifelong learning. When you join our talented team, we'll support you in your professional development as you contribute your knowledge and expertise to Harford Community College, our students, and the community.</p>
<b>THE OPPORTUNITY:</b>	<p>The Director is responsible for directing and supervising adult developmental and literacy programs, including student intake, assessment, placement, instruction, and instructor professional development for Adult Basic Education, English as a Second Language, and GED courses, a job readiness program, clerical support, and facilities at the WAGE Connection, and the operation of Pearson Vue Testing Center. Duties include, but are not limited to, supervising full- and part-time support staff, and part-time instructors and advisors; administering federal and state grants and contracts; preparing and managing budgets; coordinating, scheduling, marketing, and supervising continuing education and training courses; and evaluating program effectiveness and student learning outcomes.</p> <p>This is a full-time, administrator position reporting to the Dean of Education, Wellness, and Community Engagement.</p>
<b>REQUIREMENTS:</b>	<p>A master's degree and three to five years of related adult education experience required. Applicants will be evaluated on criteria including, but not limited to, experience in the areas of instructional leadership, budget management, data collection and assessment; and supervisory experience.</p> <p>Preference will be given to applicants with experience teaching Adult Basic Education, GED, or English as a Second Language; grant management experience, and/or experience in an Adult Education and Family Literacy Services (AEFLA) grant-funded adult education program.</p> <p>Salary will be commensurate with education and experience.</p> <p><i>Any offer of employment at Harford Community College is contingent upon the results of a mandatory background screening. Employees must submit within 30 days of hire official transcripts of all degrees earned.</i></p>
<b>TO APPLY:</b>	<p>Complete our <a href="#">ONLINE EMPLOYMENT APPLICATION</a> and attach a Cover Letter and Resume (Word or PDF format only).</p>

	<p><b><i>Only complete submissions will be accepted and reviewed.</i></b></p> <p>Any questions or concerns regarding our online application may be sent to <a href="mailto:humanresources@harford.edu">humanresources@harford.edu</a> or call 443-412-2202.</p> <p>RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN EMPLOYMENT APPLICATION</p>
<b>FOR BEST CONSIDERATION APPLY BY:</b>	<b>July 5, 2018</b>

HCC is a smoke/tobacco-free campus.

HCC is an AA / EEO / ADA employer committed to diversity in the college community.

Requests for reasonable accommodation of a disability during the application and/or interview process should be made to the Human Resources Office by calling 443-412-2310.

[www.harford.edu](http://www.harford.edu)

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