

## MAACCE Job Opportunities Web Site Application Form

Organization Name: Carroll Community College

Position Title: Intake Assessment Coordinator

Job Description (75 word max) This position serves as the initial contact for the Adult Education learner and is responsible for appropriate intake, assessment, and goal development of learners. The Coordinator must be able to work with adults lacking a high school credential and immigrants lacking Basic English communication skills. It reports to the Manager of Adult Education.

Qualifications: (50 word max) Bachelor's degree required; Master's degree preferred. Minimum of one year of related experience with related teaching experience and experience in administering standardized tests. Mastery in the operation of computers and application; Technical experience manipulating databases required; Experience in an Adult Education and Family Literacy Services (AEFLA) funded adult education program, delivering professional development/training, and some counseling preferred.

Contact Information: To apply, send resume and letter of interest to [hr@carrollcc.edu](mailto:hr@carrollcc.edu)

Date Posted: 8/4/17

Web site: [www.carrollcc.edu](http://www.carrollcc.edu)

Other Info (50 word max) 30 hours/week including minimum of 2 evenings from 5 – 9 p.m. Go to [www.carrollcc.edu](http://www.carrollcc.edu) for full details and application process.