

MAACCE Job Opportunities Web Site Application Form

Organization Name: Frederick Community College

Position Title: Adult Education Intake and Assessment Coordinator

Job Description (75 word max)

This position serves Adult English as a Second Language students. The Intake/Assessment Coordinator is responsible for appropriate intake, assessment, and goal development of learners, collection and review of data, implementation of an enrolled management process, and support of the assessment systems, both electronic and physical. The Intake/Assessment Coordinator serves as a team member with the Program Administrator, Intake and Assessment Specialist, Management Information Specialist, and the Instructional Specialist.

Qualifications: (50 word max)

- Bachelor's Degree
- One year of experience administering standardized tests
- Proficiency in Excel (assessed at interview)
- Experience with data collection, review, and/or auditing processes
- Strong organizational and interpersonal skills
- Excellent oral and written communication skills
- Counseling/advising experience
- One year of experience in an Adult Education and Family Literacy Services funded adult education program

Contact Information:

Angel Marshall, Program Administrator
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Date Posted: 7/3/17

Web site: <https://jobs.frederick.edu/postings/1544>

Other Info (50 word max)

Best Consideration Date—7/27/17