

High School to College Linkages Specialist (Special  
Program Coordinator)  
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244307>

Downloaded On: Sep. 13, 2024 2:18pm

Posted Sep. 5, 2024, set to expire Aug. 30, 2025

<b>Job Title</b>	High School to College Linkages Specialist (Special Program Coordinator)
<b>Department</b>	Staff
<b>Institution</b>	Quinsigamond Community College Worcester, Massachusetts
<b>Date Posted</b>	Sep. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Counseling Services Educational Services
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**Job Description**

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**High School to College Linkages Specialist (Special Program Coordinator)**

**Category:** Professional

**Department:** Academic Affairs

**Locations:** Worcester, MA

**Posted:**

**Closes:**

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8/28/2024

**Type:** Full Time

**Position ID:** 179626

**General Statement:**

The Specialist will collaborate with high school/dual enrollment partners to plan and implement high school/dual enrollment initiatives and career readiness activities. They will work with college staff to provide access to college resources and services. They will assist in the design, planning, outreach and evaluation of these activities and use these results to improve and expand services for students. The Specialist's work will be guided by the Massachusetts Department of Elementary & Secondary Education (DESE) Early College design principles that focus on equitable access, well-integrated, college- and career-aligned academic pathways, robust student supports, and connections to careers for all students. Through communications with students, families and high school partners, the Specialist will aim to increase the number of students who will graduate from high school, attend college, and persist in college.

**Supervision Received:**

This position reports directly to the Executive Director of High School Dual Enrollment Programs & Partnerships

**Duties and Responsibilities:**

- Collaborate with college faculty, high school faculty, and professional staff members to implement programs that support early college goals and design principles.
- Coordinate planning and follow-up meetings with partner districts that focus primarily on program design, implementation, maintenance, updates, challenges, college and career connection activities, student supports, and curriculum development.
- Plan and lead programs for high school/dual enrollment students to include campus visits or employer site visits, access to transitional services such as admissions, financial aid, advising, and transfer.
- Collaborate with high school partners and college staff to arrange and provide robust student supports and resources on campus or virtually.
- In cooperation with the Early College Pathways Operations and Access Manager organize recruitment, registration and student on-boarding related to college course-taking by high school students.
- Serve as a resource and primary point of contact for students, parents, and high school guidance

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counselors.

- Conduct information and orientation sessions for partner high schools, students and families.
- Assist in updating all high school/dual enrollment outreach materials, such as brochures, flyers, catalogs, and web site.
- Collaborate with district partners on the monitoring and evaluation of program data as well as data to assess student progress and make recommendations to improve student success.
- Conduct parent/student recruitment/outreach; communicate with early college stakeholders in the development of the partnership (e.g., newsletter, e-mails, etc.).
- Collaborate with the Early College Pathways Operations and Access Manager to oversee student recruitment, orientation and registration and to monitor Early College grants and other funding streams to ensure appropriate allocation of funding for student tuition, books, college tours, staff professional development, etc.
- Coordinate the submission of course and partnership evaluations to the college in a timely manner.
- Provide feedback regarding college acceptances of students' credits earned through the high school/dual enrollment program.
- Plan and provide updates on courses and college and career readiness activities to be offered each semester.
- Provide input for high school/college teacher/guidance counselors' orientation, curriculum meetings and other workshops.
- Assist with arranging and input of the high school/dual enrollment advisory committee meetings.
- Coordinate with QCC's Academic Counselor for Gateway to College & Onsite Dual Enrollment to develop a comprehensive continuum of services and workshops for all high school/dual enrollment students.
- Work actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respect the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embrace the ideals of diversity and inclusiveness and support 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.
- Provide flexible, responsive and high-quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Be able to independently drive to some off-campus events.
- Perform other duties as assigned.

**Job Requirements:**

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**Minimum Qualifications**

- Master's Degree in counseling, education, human services, or related field.
- Bachelor's degree in counselling, education, guidance or related field.
- Experience working with high school and/or college faculty and staff.
- Experience counseling, advising, or teaching high school students.
- Demonstrated commitment to promoting college access for all high school students.
- Strong presentation, interpersonal communication skills, and effective writing.
- Knowledge of high school curriculum and classes.
- Ability to present a positive image of the college to partnerships and members of the community.
- Ability to work independently, as well as with a team.
- Ability to work both day and some evening hours to accommodate family outreach and student recruitment activities.

**Preferred Qualifications**

- Master's degree in education, Counselling, Guidance or Related Field.
- Fluency in more than one language.
- Experience with high school/dual enrollment initiatives.
- Teaching experience in a higher education setting.
- Experience planning and implementing professional development workshops for high school/college staff.
- Experience with grant management and in overseeing budgets .
- Experience in working closely with parents and members of the community.

**Additional Information:**

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts



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Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=179626>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

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