

Digital Navigator -Adult Community Learning Center-
(Part- Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245500>

Downloaded On: Sep. 26, 2024 11:51pm

Posted Sep. 20, 2024, set to expire Oct. 27, 2024

Job Title	Digital Navigator -Adult Community Learning Center- (Part- Time)
Department	Adult Community Learning Center
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Sep. 20, 2024
Application Deadline	10/27/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Student Services
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Job Description

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Digital Navigator -Adult Community Learning Center- (Part- Time)

Category: Part Time Non-Benefitted

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes: 10/27/2024

Type:

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Position ID: 181057

General Statement

The Digital Navigator is a member of a team of professionals that implement the mission and vision of Quinsigamond Community College's Adult Community Learning Center. The Digital Navigator is responsible for assisting students with affordable internet access, device acquisition, digital skills, and application support. The Navigator will assess potential remote students and will build their skills so they can access and engage in synchronous and asynchronous class modalities. The Navigator will provide digital skill instruction to enable students to find, evaluate, create, and communicate information. This is a part-time (PT) position that is funded through a grant from the Massachusetts Department of Elementary and Secondary Education (DESE).

Supervision Received

Reports directly to the Digital Inclusion Specialist.

Supervision Exercised

None.

Duties and Responsibilities

- Prepare and distribute a workshop description and calendar to the students at the start of each semester.
- Prepare and evaluate appropriate curriculum materials.
- Prepare lesson plans to be submitted as needed.
- Develop and implement class educational objectives based on students' needs.
- Implement multiple and flexible delivery options.
- Provide instruction in digital foundation skills and building digital literacy.
- Provide a scheduled, clearly communicated time for office hours, in which a student can visit if they need assistance with accessing their academic platforms or other aspects of their technological learning.
- Communicate frequently with individual students regarding their progress towards their goals.
- Monitor students' progress by maintaining records and assessment samples to support outcomes.
- Prepare a series of in-class digital literacy sessions relevant to the needs of adult students.
- Support teachers during lessons that are integrating technology in class.

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- Assist in connecting students to the Adult Community Learning Center's laptop loaner program.
- Participate in the all-staff meetings, including planned fall and spring orientation weeks, common planning, curriculum development meetings, ongoing professional and program development activities, and directing orientation activities with students.
- Stay up to date with industry standards in digital literacy.
- Assist with the onboarding of new staff regarding technology.
- Coordinate with the appropriate staff regarding students in need of additional services.
- Assist the program in collecting required student information for reporting purposes.
- Actively support the teaching and learning process; practicing honesty and integrity in and out of the classroom; strive to create and support a student-centered environment while fostering academic innovation and excellence.
- 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 assess processes and procedures and revise accordingly.
- Perform other duties as assigned.

Job Requirements:

Minimum Qualifications

- Bachelor's degree
- Proficient with O365
- Strong computer skills
- Excellent organizational and communication skills
- Experience working with adults from diverse ethnic, racial, and linguistic groups.

Preferred Qualifications

- Experience teaching and/or tutoring adults
- Demonstrated experience delivering differentiated instruction.
- Bilingual



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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 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=181057>



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Contact Information

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

Contact

Adult Community Learning Center
Quinsigamond Community College

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