

Career & Education Case Manager- Adut Community
Learning Center (Pat-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=267847>

Downloaded On: Nov. 4, 2025 6:30pm

Posted Nov. 4, 2025, set to expire Dec. 14, 2025

Job Title	Career & Education Case Manager- Adut Community Learning Center (Pat-Time)
Department	Adult Basic Education
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Nov. 4, 2025
Application Deadline	12/14/2025
Position Start Date	Available immediately
Job Categories	Professional Staff Part-Time/Temporary Staff
Academic Field(s)	Educational Services Counseling Services
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Job Description

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Career & Education Case Manager- Adut Community Learning Center (Pat-Time)

Category: Part Time Non-Benefitted

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes:

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Type:

Position ID: 194429

General Statement

The Career and Education Case Manager play a central role in fostering student success, persistence, and transition outcomes at Quinsigamond Community College's Adult Community Learning Center. The Case Manager provides direct advising, career planning, transition services and wraparound support to adult learners. Aligned with the Massachusetts DESE ACLS Indicators of Program Quality (IPQs) and the goals of the Workforce Innovation and Opportunities Act (WIOA), this is a part-time (PT) grant funded position.

Supervision Received

The Career and Education Case Manager reports to the Associate Director

Supervision Exercised

None

Duties and Responsibilities:

- Establish strong, developmental advising relationships with students from intake through transition, using regular, structured check-ins and active listening.
- Develop Career & Education Pathways and Transition Plan with each student that reflects the students' goals, interests, strengths, and life context.
- Use advising conversations to reinforce persistence factors, such as a sense of belonging, hope, and ownership of learning.
- Identify and address barriers to participation by connecting students with wraparound support services (e.g., food pantry, housing, childcare, transportation, mental health).
- Collaborate with support services across the college and leverage them to better support ACLC students.
- Provide timely support during life changes, instructional transitions, or moments of disengagement.
- Track student progress and transitions through consistent notetaking and updates in LACES.
- Conduct follow-up outreach to students who leave the program, with the goal of understanding their needs and facilitating reengagement.

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- Supporting instruction that builds academic, career, and digital readiness through classroom integration and collaboration.
- Collaborate with instructors to embed college and career readiness instruction in the classroom through co-facilitated lessons, projects, and discussions.
- Develop and/or coordinate presentations that deliver contextualized activities and workshops aligned with students' goals.
- Introduce students to career exploration tools and local/regional labor market information to promote informed, realistic planning.
- Participate actively in staff meetings, common planning meetings and program planning sessions to promote cohesive and aligned case management practices.
- Connect students with departments at QCC that can assist students with food insecurities, financial aid, enrollment counselors, career services, etc.
- Contribute to major program events (orientation, open house, graduation) and participate in collaborative planning efforts.
- Participate in professional development aligned with student persistence, trauma-informed practices, and adult learning theory.
- Become proficient with the state reporting system (LACES).
- Maintain active referral partnerships with workforce boards, community colleges, training providers, social service agencies, and MassHire Career Centers.
- May be asked to attend external meetings outside of scheduled working hours.
- Connect students with internal and external opportunities such as job fairs, career panels, campus tours, apprenticeships, and occupational training.
- Invite guest speakers, coordinate field trips, and organize on-site workshops that reflect student interests and workforce trends.
- Model and promote a student-centered, culturally responsive advising approach that values each learner's lived experience and identity.
- 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.
- Perform other duties as assigned to further the mission and effectiveness of the Adult Community Learning Center.

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Job Requirements:

Minimum Qualifications

- Bachelor's degree in counseling, Education, or related field.
- Ability to maintain a high degree of confidentiality.
- Experience working with individuals from diverse ethnic, racial, and linguistic groups.
- Excellent organization and communication skills.
- Excellent computer skills

Preferred Qualifications

- Master's degree in counseling, Education, or a related field.
- Experience in Adult Education
- Experience and skill using industry-standard computer applications, such as Microsoft Office (e.g., Outlook, Teams, Word, Excel, PowerPoint, etc.); proficiency, familiarity, and comfort with computers.
- Bilingual

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.

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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=194429>

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Contact Information

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

Contact

Adult Basic Education
Quinsigamond Community College