

*An Opportunity that makes the grade.*

*Combining a broad array of academic and community programs, together with a lovely campus of abundant greenery and a city that is now the hub of Eastern North Carolina. Pitt Community College is a great choice for your career. Join us in Greenville, where the pleasures of small-town living are matched by the advantages of big city life. The following position is available:*



## **Director of Cooperative Education, Apprenticeship, and Secondary Alliances**

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### **POSITION DESCRIPTION:**

Oversees all of the College's secondary linkages by managing the Huskins, Concurrent Enrollment, And Learn and Earn Online (LEO) Programs. The successful candidate must also be able to create strong ties with local home school associations. In addition to directing secondary alliances, the successful candidate will be responsible for the administrative oversight of the Co-Op Program and apprenticeship arrangements. The successful person will be responsible for marketing and promoting programs to high school students and must be able to work well with high schools to articulate the advantages of secondary and post-secondary linkages.

The successful candidate is expected to be a leader and innovator who can provide expert perspective and knowledge of current best practice in the areas of oversight. The individual will be expected to aggressively seek grant funding pertinent to secondary and post-secondary linkages.

This position will report to the Vice President for Academics or designee.

### **EDUCATION REQUIREMENTS:**

BA degree in educational administration or some related field is required; a master's degree is preferred.

### **WORK EXPERIENCE:**

Three (3) years of instruction, management, and program development experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SKILLS:**

Has considerable knowledge of the practices, procedures, rules and regulations of the Community Colleges. Has comprehensive knowledge of effective procedures for developing quality cooperative education programs to meet community and individual needs. Is able to use logical thinking and principles of influence systems in supervising personnel as required to implement and market effective programs. Is able to use abstract thinking in formulating plans, policies, goals and objections for the department. Is able to gather, compile, analyze, and organize data in an effective manner to report the effectiveness of specific programs at PCC.

### **OTHER REQUIREMENTS:**

Must be available to work nights and weekends as required. Must be able to work with the global community; must possess strong interpersonal/people skills.

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Full-Time position available immediately **\*PCC application, resume, transcripts required**  
Salary commensurate with experience and education background within college's pay range  
Open until filled with preference given to applications received by November 11, 2009

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