

Job Title	Community Partnership Specialist
PVN ID	KB-1711-002185
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Instructional Services
Status	Part Time
Hourly Rate	\$45.00
Hour(s) a Week	7.00-14.00
Closing Date	Jan 10, 2018 (Or Until Filled)

General Description

The Perkins Grant Program at Kingsborough Community College (KCC) provides funding for the improvement of KCC career and technical education (CTE) programs. As part of the guidelines governing our funding, the college should develop and maintain career pathways for students transitioning from high school to undergraduate education to career. To meet this need, we are seeking an adjunct community partnerships specialist to build relationships targeting CTE pathways with local high schools and employers.

Working one or two days a week and reporting to Perkins Program Directors, the community partnerships specialist will:

- Meet with KCC faculty and staff participating in Perkins initiatives, as well as with community partners (local travel required)
- Serve as a liaison between KCC CTE programs and community partners to facilitate development of CTE pathways
- Collect and/or prepare informative materials for dissemination to community partners
- Prepare presentations highlighting KCC CTE programs and college services for high school students and educators
- Promote KCC CTE programs at the high school level with an emphasis on non-traditional (by gender) participation
- Promote KCC CTE programs to local employers for the development of internships and employment opportunities for KCC students
- Coordinate with campus programs to develop student activities and services related to community relationship building
- Document activities, site visits, and students served
- Prepare progress reports for Perkins directors and participating faculty

Other Duties

- Other related duties as assigned
- Occasional night or weekend hours

Qualifications

- Bachelor's degree and
- A minimum of 2 years experience working on similar projects in a secondary or higher education setting
- OR a combination of experience and education equivalent to the above
- Strong oral and written communication skills
- Computer literacy, particularly excel and word applications