

**Site Manager
for CTE Early College
Vincennes University**

Vincennes University invites applications for the position of **Site Manager**. This is an administrative position that represents Vincennes University and serves as a liaison for faculty, staff, students and parents of our partnering school corporation. This is a full-time, twelve-month professional staff position with full benefits.

Location: Prosser Career Center, New Albany, IN

Supervision Structure:

- Report to assigned assistant dean of instruction.
- Supervise and evaluate support and professional staff as assigned

Partnership Responsibilities:

- Work cooperatively with school administration to plan, execute, and monitor the early college model.
- Work cooperatively with school administration to provide for early college staffing needs.
- Work cooperatively with school administration to advise and support students toward program completion.

Planning Responsibilities:

- Work collaboratively with school administration to develop annual goals and objectives for the early college program.
- Work collaboratively with school administration to monitor the progress of the implementation of the early college program.
- Work collaboratively with school administration to develop the scope and sequence of course offerings that lead to program completion.
- Conduct an annual review of the early college program with school administration.

Staffing Responsibilities:

- Work collaboratively with school administration to credential and develop teaching staff of dual-credit courses.
- Train school teaching staff to use relevant university systems.
- Ensure that teachers continue to meet accreditation standards and follow Vincennes University requirements, procedures and guidelines for dual-credit courses.
- **Hire and supervise Vincennes University adjunct instructors as applicable.**

Student Advising Responsibilities:

- Work collaboratively with school administration to advise students to meet early college and post-secondary goals.
- Monitor student academic performance and intervene when necessary in cooperation with school administration.
- Administer the Accuplacer placement exam in cooperation with school administration.
- Perform audits of student progress to ensure proper scheduling and successful completion.
- Petition seniors for graduation.
- Coordinate transfer of credits from outside agencies to Vincennes University.

Additional Responsibilities:

- Support school administration community outreach and promotional efforts.
- Support Vincennes University admission activities.
- Participate in pertinent committees and advisory councils.
- Support summer programming at Vincennes University.
- Facilitate the effective communication between the school administration and Vincennes University.

- Maintain early college student records.
- Complete other duties as assigned.

Qualifications:

- Possess a minimum of a Bachelor's Degree; Master's Degree with related work experience required
- Demonstrate an understanding of and commitment to the comprehensive community college philosophy.
- Possess effective communication, interpersonal, planning, decision-making and leadership skills.
- Possess a sensitivity to the needs of diverse groups and a commitment to advancing cultural diversity.
- Possess significant successful experience in administration; educational administration preferred.
- Possess experience in career and technical education preferred.

Benefits:

The candidate will be eligible for all benefits available to full-time employee of Vincennes University. More information can be found by visiting the benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer