

**Edison State Community College** invites qualified candidates to apply for the full time position of Director of K-12 Partnerships. The Director of K-12 Partnerships serves as a key Student Affairs team member, providing strategic operational oversight for the College's comprehensive K-12 partnership programs. This position is responsible for developing and maintaining relationships with K-12 institutions while coordinating dual enrollment, early college initiatives, youth programs, and summer enrichment academies. Working closely with other College stakeholders, the Director ensures seamless integration of K-12 partnership programs with enrollment management and student success goals while maintaining compliance with all applicable regulations and policies.

To be considered candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer**

**Functional Responsibilities:**

**Strategic Partnership Development and Management**

- Build and maintain strategic relationships with K-12 school districts and key community organizations.
- Develop and implement comprehensive K-12 partnership strategies to include initiatives convert College Credit Plus students to degree-seeking college students.
- Ensure compliance with all relevant state, federal, and accreditation requirements.
- Represent the College at K-12 partnership events and meetings.
- Oversee the marketing of programs in collaboration with the College's Marketing Department.
- Collaborate with Institutional Research to analyze enrollment data and inform strategic decision-making.

**College Credit Plus (CCP) Program Leadership**

- Plan and implement CCP enrollment programs.
- Develop and implement comprehensive admission and registration practices for dual enrollment programs both on-campus and within partner high schools.
- Conduct needs analyses with stakeholders and partners to assess services and inform Memorandums of Understandings (MOUs) and other partnership agreements.
- Oversee the deployment and monitoring of CCP courses.
- Coordinate with academic departments on course offerings and faculty qualifications.

- Ensure academic integrity and alignment with both College and K-12 requirements.
- Manage program assessment and continuous improvement initiatives.
- Develop and implement training programs for staff on enrollment management and CCP processes.

### **Youth Programming**

- Plan and implement summer academies and youth engagement initiatives.
- Develop and coordinate age-appropriate career exploration and academic preparation activities.
- Manage program assessment and continuous improvement initiatives.
- Coordinate instructors and other stakeholders on overall themes, hands-on activities, field trips, and meal planning.
- Actively recruit and screen volunteers for youth programs.

### **Required Knowledge, Skills, Experience, and Personal Qualifications:**

- A strong background in and a demonstrated commitment to current practices related to student services, enrollment, and retention techniques and strategies.
- Demonstrated ability to coordinate complex operational processes across departments.
- Strong staff supervision and team-building skills.
- Demonstrated successful experience with student success, retention, and completion strategies and theory.
- Demonstrated management skills, including budgeting, personnel, and strong verbal, written, and analytical skills.

### **Required Experience:**

- Minimum of five years of progressive experience in higher education student affairs, including direct hands-on experience in enrollment management or academic advising.
- College Credit Plus or dual enrollment experience strongly preferred.
- Must have demonstrated experience coordinating cross-functional operations.
- Community college experience strongly preferred.
- Experience with student information systems and CRM platforms required.

### **Educational Background:**

- The completion of a Bachelor's degree from an accredited institution is required; Master's degree preferred.

**Supervises the following staff:**

- Administrative support staff (as assigned)
- Project-based team members
- Student workers and temporary personnel
- Seasonal program staff (summer academies and specialized initiatives)