

Job Title: Assistant Curriculum Coordinator

Job Type: Full-time | 40 hours

Location: The Achievement Center at Raritan Valley Community College

Pay: \$21.00/hr

Benefits:

- Health, Vision, Dental & Life insurance
- 401(k)
- Paid time off
- Tuition reimbursement/Professional development assistance
- Employee assistance program

Education: Bachelor's Degree Required

Experience/Training:

- Minimum 2 years exp. adults/young adults with special needs in an educational setting.
- Further education/alternate experience considered

Job Summary:

- Assist and support Curriculum Coordinator on all administrative, operational duties, as well as student-based academic orientation and trainings.
- Provide general administrative and operation support to the Curriculum Coordinator and Peer Mentors, including educational curriculum opportunities
- Work as an Instructor for TAC classes.
- Assist and develop weekly curriculum/activities for Club Friday Night Hangout
- Maintain a presence in direct contact with assigned students and/or program activities.

Vaccination Requirements: Candidate must be able to provide proof of vaccination pursuant of Executive Order 290.

Equal Opportunity Employer