

Job Posting

Job Title: Assistant Curriculum Coordinator

Job Type: Full-time

Location: The Achievement Center at Raritan Valley Community College

- As per the need of the service; generally work is performed at Arc program sites, College(s) participating in the program, as well as in the community.

Education: Bachelors Degree Required

Experience/Training: Minimum 2 years experience with adults/young adults with special needs in an educational setting. Further education or alternate experience may be considered where relevant

Job Summary: Under the direction of The Curriculum Coordinator, facilitate and maintain the administrative materials and processes of The Achievement Center. Present public facing information to stakeholder groups including prospective students. Maintain a presence in direct contact with assigned students and/or program activities.

Job Description:

- Assist and support Curriculum Coordinator on all administrative, operational duties, as well as student-based academic orientation and trainings.
- Build, maintain, and update related documents for student database for current and prospective students, as well as high school and other educational stakeholders with interest in The Achievement Center.
- Provide general administrative and operation support to the Curriculum Coordinator and Peer Mentors.
- Work as an Instructor for TAC classes.
- Perform other duties as required by the nature of the position or as requested by Supervisor.

Pay: \$21.00/hr

Benefits:

- Health insurance
- Dental insurance
- Vision insurance

- 401(k)
- Life insurance
- Paid time off
- Tuition reimbursement
- Referral program
- Professional development assistance
- Employee assistance program

Equal Opportunity Employer