

## ANNOUNCEMENT OF POSITION OPENING

**Date of Notice: December 12, 2013**

**POSITION OFFERED:** Associate Director of CollegeNow

**EMPLOYMENT DATE:** Spring 2014

**TERM OF EMPLOYMENT:** Full-time, Renewable \_\_\_ .

**JOB DESCRIPTION:** The Associate Director of CollegeNow develops, maintains, and evaluates partnerships with regional public school systems in concert with the Director of CollegeNow. Leads new initiatives and directs particular components of the CollegeNow/Concurrent Enrollment Program, including planning and implementing professional development programs for concurrent enrollment instructors. Develops and maintains effective relationships with employers, school districts, college faculty, and staff.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree and three years full-time professional experience in education is required. Requires travel to off-site rural locations, must demonstrate the ability to meet the transportation requirements of the position.

**DESIRED QUALIFICATIONS:** Master's Degree preferred. Experience as a high school teacher, counselor, public school administrator, or administrator of a college program that falls within the CollegeNow initiative including Tech Prep and Dual Credit, or other related professional experience in education is desired. Successful grant writing experience desired.

**EXPECTED HIRING SALARY RANGE:** \$48,973 - \$61,217

**Review of applicants to begin January 14, 2014 and continue until position is filled.**

**Submit cover letter and resume to:** Department of Human Resources  
Tompkins Cortland Community College  
170 North Street, PO Box 139  
Dryden, NY 13053-0139  
Email: [hr@tc3.edu](mailto:hr@tc3.edu)  
Fax: 607-844-6551 (to be followed by hard copy)

**Tompkins Cortland Community College is accredited by the Board of Regents of the State of New York, and by the Middle States Association of Colleges and Schools, and awards associate degrees in career oriented and liberal arts/sciences programs of study. Enrollment is approximately 3500 students. To learn more about the College, visit our website at [www.tc3.edu](http://www.tc3.edu)**

**Location:** The Finger Lakes region of upstate New York, near Ithaca, a naturally beautiful area with rich resources and an educational focus with 4 colleges and universities in a 20-mile radius.