COGDELL LEARNING CENTER ASSOCIATE DIRECTOR

RESPONSIBILITIES:
- Facilitate the promotion of Midland College resources within South and East Midland that eases the transition to Midland College for recent high school graduates, GED graduates, and re-entering adults
- Supervise the Cogdell Learning Center community Liaison, Office & Computer Lab Assistant, and Transition Specialist
- Facilitate collaboration between Cogdell Learning Center, Business and Economic Development Center, Midland Need to Read, and Adult and Developmental Education Department
- Assist with the annual See MC outreach event
- Oversee use of Cogdell public-access computer lab to ensure maximum benefit to students and the community
- Oversee coordination of Cogdell office and Cogdell annex building use by internal departments and external entities
- Ensure adequate security and Campus Police coverage by coordinating with MC Campus Police department
- Write grants to expand the efforts of the Cogdell Learning Center
- Maintain an extensive network with South and East Midland community leaders; serve on appropriate community boards and committees
- Perform workshops on various topics
- Administer the Bill Pace Cogdell Scholarship with assistance from the Trustees of the Bill Pace Cogdell Charitable Trust
- Other duties as assigned

QUALIFICATIONS:
Required:
- Bachelor’s degree required
- Strong computer skills and knowledge of Microsoft Office software programs required
- Strong interpersonal and communication skills
- Experience with budgeting departmental accounts, Federal Financial Aid process, scholarship process, and college admission process
- Demonstrated ability to work as a member of a leadership team
- Experience in working with low income, first generation to college, minority and at risk students
- Knowledge of South and East Midland resources

Preferred:
- Master’s degree
- Two years of higher education admissions/financial aid experience
- Bilingual in English and Spanish

SALARY:
$38,000-$45,000 per year. Salary commensurate with education and experience. Excellent fringe benefits. Review of applications will begin on October 28, 2014. Position will remain open until filled.

APPLICATION PROCESS:
Interested candidates should send a resume, completed official Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to:

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.