UA East Arkansas Community College is accepting applications for the position of

Director of Concurrent Credit and Early College Academy

Position Summary:

The Director of Concurrent Credit & Early College Academy is responsible for providing leadership and oversight for the development, administration, and expansion of the college's concurrent enrollment program in accordance with the guidelines established by UAEACC, the Arkansas Department of Higher Education (ADHE), the Higher Learning Commission (HLC), and/or the National Alliance of Concurrent Enrollment Programs (NACEP). This position is responsible for promoting the development, growth, marketing, and administration of the Concurrent Credit Program and academy, including the developing and disseminating guidelines for instructors, school districts, students, and academic departments. The Director will assist in making presentations at the schools, being responsible for initiating formal agreements with district personnel, recommending policy and procedural changes, overseeing orientation activities for students and instructors, coordinating with academic departments at the college, and responding to the needs of the campus community. The Director, as an integral part of the Early College & Career Department, will work collaboratively with the college's advisors. Secondary Career Center Director, career coaches, registrar, testing and other staff to ensure seamless registration and matriculation; along with engaging in other duties as assigned.

Knowledge, Skills, and Abilities:

Applicants must have previous experience in higher education, preferably in a community college setting, and must possess excellent interpersonal, organizational, and oral/written communication skills. Previous experience with learning management systems and student databases or management systems preferred.

Minimum Qualifications:

Applications must have the formal education equivalent of a Bachelor's degree.

Salary: $47, 840, additional compensation may be considered for exceptionally qualified candidates.

Please submit an UA EACC application, which can be found at https://www.eacc.edu/employment , transcript(s), and resume with cover letter to the UAEACC office of Human Resources, 1700 Newcastle Road, Forrest City AR, 72335 or via email humanresources@eacc.edu. Review of applications will begin immediately and continue until the position is filled. UAEACC is an AA/EEO employer.