

Posting Details: Middle College Liaison

Position Information

Position Number 999413
Functional Title Middle College Liaison
Position Type Non-Tenure Stream

The University of North Carolina at Greensboro seeks a Middle College Liaison to join a dynamic team of professionals dedicated to helping students. In collaboration with our parents and community partners, the Middle College will continuously create an academically rigorous, nurturing, and safe learning environment where students explore health, medical, and youth development careers as they increase their knowledge of STEM.

The Middle College Liaison will be responsible for fostering the development of positive relationships between the higher education partner and the LEA and bridging the gap and keeping communication lines open. As the chief advocate for and support to the middle college high school, 100 percent of duties and time will be devoted to directly meeting program needs and serving students of the middle college high school. The specific duties will include the following:

Position Summary

- Coordinating College Schedules
- Assist in the development schedules that support gradual transitions into increasing levels of independence in postsecondary coursework.
- Work with secondary and postsecondary staff to ensure coordination of high school and college schedules that allow access to required coursework.
- Assist secondary staff with the registration of students in postsecondary courses
- Coordinate with the appropriate departments to provide Health and Physical Education Classes
- Synchronize the planning for the middle college, so that high school schedules are developed in time to fit into the college cycles for room allocation and instructor assignment.
- Help to plan summer orientation, with focus on needs for space and types of activities.
- Coordinate the use of college facilities.
- Coordinate Orientation Week
- Help students get acclimated to some of the services on UNCG's campus; campus police department, speaking center, writing center, library, and student success center, etc.
- Recruit and oversee the selection of qualified grad students from

various departments, including the Health, Counseling, and Human Development and Family Studies Departments to teach the aforementioned courses.

- Coordinate Pathways Program
- Reserve Classroom Space
- Assess Student Progress in University Classes and communicate concerns to staff and parents.
- Recruit university staff and faculty to serve as Mentors for MC students.
- Participate in the recruitment and interviewing of students for admission to MC.
- Assist with clubs (involved getting gym space and helping to monitor activities).
- Attend MC staff meetings and Professional Learning Communities (PLC) to stay abreast of school needs.
- Meet with MC school administrative team regularly
- Help build and establish relationships between the MC and the university as a whole.
- Coach graduate students-TAs that teach the health and Pathway's classes to ensure effectiveness.
- Continue to build on and create a set curriculum for the Pathway's classroom experience.
- Oversee and coordinate financial accounts involving UNCG resources that support Middle College mission.
- Secure new resources to support the Middle College

Structure

Policy Development and Coordination (This work forms the basis for the college/LEA's Memorandum of Understanding but not limited to.)

- Assist secondary planning team in developing policies for awarding high school credits for college coursework.
- Develop policy statements for students such as:
 - Attendance
 - Data collection
 - Grading policies and procedures
 - Behavior and code of conduct
 - Parking
 - Access to college facilities and resources (library, computer labs, etc.)
 - Inclement weather coordination
- Develop and facilitate policies and procedures for placement of students into postsecondary courses
 - Placement test scores
- EOC test scores
- Portfolio development

- Alternative assessments
- Participate in appropriate working committees.

Curriculum development and coordination, such as, but not limited to:

- Facilitate curriculum planning between secondary and postsecondary subject areas to reduce redundancy and maximize collaboration
- Facilitate cooperative planning to align secondary and postsecondary expectations
- Work with postsecondary department heads to develop special topics courses for high school students
- Work with the principal to identify professional development that is appropriate or deemed necessary for staff and graduate students.

Guidance, Support, and Advocacy, such as, but not limited to:

- Connect middle college students to student life on campus, through special events such as black history month, student council, etc...
- Connect special services at the college with the middle college.
- Educate the college and the community at large concerning “Middle College”
- Participate in as many parent high school activities as possible
- Collaborate with college and high school disability access service staff to ensure proper support for special needs students.

Minimum Qualifications

Candidates must have a minimum of a Master’s degree from an accredited institution, preferably in a health and human science discipline, counseling, community relations, or a related field.

Preferred Qualifications

- At least three years of experience engaging with high school or university students in a supervisory role as an educator and/or as part of a mentoring or community organization;
- Knowledge of or experience with allied health related organizations in Greensboro and Guilford County;
- Experience engaging in activities focused on college readiness, such as academic advising and registration, student academic support and coaching and student academic services;
- Experience working with and being committed to a diverse community of learners.
- Possess good people skills for connecting with school and university staff/faculty

Tenure Status

Not on Track

Special Instructions to Applicants

Applicants are asked to provide three names, email addresses and phone numbers of at least three references—in reference section of the electronic application. The references will be solicited by the UNCG jobsearch system via email, and asked to provide a confidential letter of reference /recommendation on behalf of the applicant. This will occur when the applicant has been selected for an interview.

Interested applicants should submit a letter of introduction, resume or vitae, and names and contact information for three references through the UNCGjobsearch system. For additional information, contact Tom Martinek at 336-334-3034 or martinek@uncg.edu

Recruitment Range	Commensurate with experience and qualifications
Org #-Department	Dean - School of HHS - 13401
Job Open Date	09/17/2015
For Best Consideration Date	10/08/2015
Job Close Date	
Open Until Filled	Yes
Type of Appointment	Full-Time
Time Limited?	No
Time Limited Duration	
Is this position funded whole or in part by the American Reinvestment & Recovery Act?	No
Number of Months per Year	10