



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Prison Education Program Operations Manager

Department: Academic Affairs

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with education and experience

Work Schedule: 40 hours a week; Some travel is required

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Operations Manager is responsible for ensuring that all the operational components of the Prison Education Program (PEP) are executed effectively. Schedules the course offerings and curriculum for all PEP sites. This person is responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. They must also follow the academic calendar and track the advancement of students.

They conduct staff training, assess educational materials, evaluate educational technologies and mentor new teachers to help them develop effective instructional methods and strategies. In addition to teachers, the PEP Operations Manager works under the direction of the PEP Director, Academic Affairs and Enrollment Management, to ensure compliance with educational standards, school and student performance, and accountability.

EDUCATION and EXPERIENCE: Experience with Higher Education, curriculum and academic administration. A minimum of a Master's degree is preferred.

LANGUAGE SKILLS: Strong administrative skills to develop systems to manage the large PEP operation. Cohort Management (Lockstep). Designing training programs and workshops to develop faculty and staff. Distribute educational materials to ensure the timely and effective rollout of the program at the beginning of each semester. The Operations Manager conveys the educational technologies and other educational tools to the PEP instructors and administrators at the sites that the teachers on the main campus utilize.

REASONING ABILITY: Schedule course offerings at each site through Academic Advisement. Oversee teacher training in the learning management system and perform degree audits on all students and enroll in classes. Manage the operations to ensure that all materials, books and resources needed to run the program are available at all sites.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid driver's license.

WORK ENVIRONMENT: This position is conducted in an office environment. Some travel to PEP sites is required.

REQUIRED TESTING: Drug Test; Background Check, Prison Education Clearance

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu