



ACADEMIC & CAREER ADVANCEMENT MANAGER

JOB DESCRIPTION |

The Academic and Career Advancement (ACA) Manager collaborates to provide a multi-faceted alums program that is focused on developing and providing graduates with additional career and academic opportunities.

S/he provides professional placement for Caroline Center graduates as well as assistance in advancing their professional careers, securing sustainable wages, and achieving their full potential. S/he is responsible for the management of the Apricot data reporting software. S/he reports to the Director of Programs. This is a full-time position.

Employees of Caroline Center must possess a commitment to the mission, values and policies of Caroline Center and the School Sisters of Notre Dame.

RESPONSIBILITIES |

- Maintain and execute an overall plan for the academic and career advancement of the center's alums, including support services.
- Sustain an active, networked and engaged alums database.
- Plan alums events and academic/career information sessions.
- Develop, cultivate, and sustain vital relationships with current and prospective employers and higher education institutions.
- Explore opportunities, partnerships, and programs that support alums engagement and advancement.
- Assist in the development and implementation of non-traditional educational programs for alums.
- Maintain a strong data collection and records management system to assure that alums records are current.
- Create, manage, and maintain the ACA budget, in partnership with the Executive Director and Finance Office.
- Work with the Career Coordinator, as well as marketing and program staff to ensure coordination of services and information for current students and alums.
- Works with the marketing and development teams on alum sharing success stories and other media- related projects.
- Recruits, assists, and provides guidance to the Alum Advisory Association.

EDUCATION/REQUIREMENTS |

1. Bachelor's degree required and a minimum of three years' experience.

2. Adult educational or workforce development background preferred.
3. Knowledge of the basic concepts of certified nursing assistant, pharmacy technician and healthcare instructional programs
4. Willingness to work some flexible hours to accommodate Caroline Center programs and schedule, e.g., Halfway Hurrah, All-Staff Meetings, onboarding, after-hours alums events, etc.

SKILLS & COMPETENCIES |

Technical Competencies:

- Familiarity with videoconferencing tools, e.g., Zoom, MS Teams, and online survey platforms –Survey Monkey
- Proficiency with MS Word, Excel & PPT
- Familiarity with digital literacy/instruction preferred.
- Experience in new project management, program development, including budgeting, data collections and records.

Behavioral Competencies:

- Ability to relate to a variety of constituencies: diverse adult students, volunteers, employers, higher education representatives.
- Ability to work as a strong part of a team that fulfills the mission and values of Caroline Center while developing and maintaining constructive and cooperative relationships with current students and alums.
- Flexible, patient, creative thinker, problem solver and planner with time management skills
- Possess customer service, networking, and community building skills.
- Excellent oral and written communication skills
- Committed to the empowerment of women.