

**Director of Adult Education**

Seward County Community College is a two-year institution offering 45 programs of study, including Adult Basic Education, certificate programs and Associate of Arts, Science, General Studies and Applied Sciences degrees. Ranked in the top 5% of more than 1,100 accredited community colleges in the U.S. by the Aspen Institute, SCCC serves a student body of 2,500+ students ranging in age from 15 to 85, in a county with the highest foreign-born percentage population in the U.S., and a rural service area of about 50,997 in seven Southwest Kansas counties as well as neighboring counties in southeastern Colorado, the Oklahoma and Texas Panhandles.

**Responsibilities**

Responsible for identifying various needs of the assigned department, developing causes and projects to meet those needs, initiating and promoting such activities, and managing day-to-day operations of the Epworth Adult Learning Center and all aspects of the Adult Education Program activities funded by state and federal grants.

**Qualifications**

Master's degree in education, administration, adult education or related field required. Two to five years of experience in adult literacy, adult education, and federal/state grant administration or related areas.

Essential Functions may include but are not limited to:

- Directs the department in the coordination of Adult Education programs.
- Analyzes trends and keeps abreast of demographics and strategies that can be threats or opportunities for the Adult Education programs.
- Responsible for training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Develops, proposes, gains acceptance for, and implements strategic plans designed to meet the college's short and long-term marketing objectives for the courses provided.
- Performs additional responsibilities as assigned by the Dean of Career and Technical Education and/ or VP of Academic Affairs.
- Maintains a positive working relationship with local businesses, schools and colleges; promoting college to employers, students and schools. Assesses community needs and implements courses at the best locations.

**Salary/Benefits**

Competitive salary. Participation in college Flexible Benefits program which includes options for single and family health and dental coverage, optional insurances, and reimbursement accounts. Other benefits include: income protection insurance; matching annuity; SCCC tuition reimbursement for employee and dependents; annual and sick leave allowances and participation in social security (FICA) and state retirement programs (KPERs).

**Salary Range:** Salary commensurate with education and experience.

**Position Status:** Full-time

**Application Deadline:** Open Until Filled

**Start Date:** ASAP

- Successful applicant will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to [jobs@sccc.edu](mailto:jobs@sccc.edu), faxed to 620-417-1124 or mailed. Direct inquiries to Human Resources at 620-417-1123.

### **How to Apply**

To be considered, all of the following materials must be submitted to the address below:

1. Completed and signed Seward County Community College application.
2. Cover letter
3. Job-related resume including contact information for three professional references.
4. Copies of transcripts from highest post-secondary institution (unofficial are accepted) and copies of any relevant certifications, if applicable.

**\*\*If employed, official transcripts will be required within 30 days. (Foreign transcripts must be translated and evaluated to determine equivalency to U.S. standards).**

***If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.***

### **Mailing Address:**

Human Resources Office  
Director of Adult Education  
Seward County Community College  
PO Box 1137  
Liberal KS 67901-1137

More information about Seward County Community College can be found at [www.sccc.edu](http://www.sccc.edu)  
<https://wcms.sccc.edu/web/mycampus/home>

SCCC Facts: <https://scoar.pbworks.com/w/file/92631075/FAQ.pdf>

### **Selection Process**

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

Clery Act Campus Safety and Security Report <https://www.sccc.edu/web/academic/clery-act>

**All qualified applicants are encouraged to apply.**

Equal Opportunity Employer

Drug Free Campus

FMLA English [https://wcms.sccc.edu/c/document\\_library/get\\_file?uuid=2fb73902-8af4-421c-8ac9-330154466347&groupId=726540](https://wcms.sccc.edu/c/document_library/get_file?uuid=2fb73902-8af4-421c-8ac9-330154466347&groupId=726540)

FMLA Spanish [https://wcms.sccc.edu/c/document\\_library/get\\_file?uuid=691dc53d-2b46-4e65-9b83-3c550af7dc63&groupId=726540](https://wcms.sccc.edu/c/document_library/get_file?uuid=691dc53d-2b46-4e65-9b83-3c550af7dc63&groupId=726540)