



**Date:** June 9, 2017  
**Title of Position:** Program Assistant – Adult Basic Education Program  
(part-time; grant-funded; non-benefitted)  
**Salary:** \$25/hour  
**Effective:** July 2017

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**Position Overview:** Provide administrative support to the Coordinator of the College’s Adult Learning Program including, but not limited to: data entry and maintenance of program inventory, records, and forms; assistance with program operations; and support to program staff and students.

**Qualifications:** Bachelor’s degree. At least 3 years’ experience working in Adult Basic Education field or experience working with diverse populations. Must possess excellent interpersonal skills and be motivated, accurate, flexible, and dependable. Must be able to work independently with proven ability to problem solve. Must possess excellent organizational skills and have the ability to effectively use Microsoft Office Suite, emerging technologies, and online reporting platforms. Must have the ability to maintain strict confidentiality of student records and information as well as be sensitive to needs of the immigrant and adult learner populations. Must have ability work some evening and/or weekends for particular events. Bilingual - English/Spanish a plus.

**Additional information:** Source of Funding: Adult Community Learning Services Grant  
Area of Assignment: Community Education  
Supervisor: Coordinator of Adult Basic Education Program  
Schedule: Approximately 15-18 hours/week with occasional evening hours required

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to Ted Kozlowski, Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 [tkozlowski@berkshirecc.edu](mailto:tkozlowski@berkshirecc.edu).

**Review of applications begins on June 26, 2017 and continues until position is filled.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.