

June 6, 2016

The following was sent to the KYAE listserv.

Position announcement: Associate for Kentucky Adult Education

Please note: This is also posted [here](#).

COUNCIL ON POSTSECONDARY EDUCATION POSITION ANNOUNCEMENT

Title of Position:	Associate for Kentucky Adult Education
Period:	Full time state government non-merit position
Starting Date:	Open until filled, first review of candidates will be July 6, 2016
Compensation:	Competitive salary and state benefits
Office location:	Frankfort, KY
Travel:	May require national or statewide travel regularly; may require site visits to adult education programs, their partners, and other state agencies

The Council on Postsecondary Education coordinates change and improvement in Kentucky's postsecondary education system as directed by the Kentucky Postsecondary Education Improvement Act of 1997. The Council is a statewide coordinating agency.

As an integral member of the Council on Postsecondary Education Kentucky Adult Education unit, the Associate will work with local providers toward data-driven programmatic improvement and increased performance, analyzing and interpreting local, state and national data, preparing and delivering presentations, and working with Workforce Innovation and Opportunity and other state partners.

Duties and Responsibilities:

- Provide assistance to the Director of Administrative Leadership by managing various projects and assignments.
- Responsible for providing guidance to local program administrators in the Kentucky Adult Education (KYAE) system with particular attention to policy compliance and performance.
- Provide information to aid local programs in understanding state and federal policy.
- Implement data driven analysis of local programs for administrative improvement and student success.
- Assist in coordinating and disseminating "best practices" in the areas of program leadership and design.
- Serve as a member of the Administrative Leadership and other workgroups and committees as assigned.
- Contribute to KYAE communication efforts with local programs.
- Participate as assigned in the implementation of state level policy governing adult education.
- Assist programs in fostering the development and growth of public and private partnerships among organizations to better serve the adult education needs of the state.
- Provide feedback from local programs to KYAE staff to assist in addressing area(s) of need. Examples are policy and procedures, fiscal management, data quality, and administrative/programmatic processes.
- Perform other duties as assigned.

Qualifications:**Required:**

- A Bachelor's degree with three or more years of experience in an educational setting;
- The ability to lead thoughtfully, think strategically, develop and analyze policy and data, manage projects, build consensus among varied stakeholders, promote participation and teamwork, and communicate effectively with a broad and diverse constituency.
- Strong communication and interpersonal skills with a desire to work as part of a team and to interact with the adult and postsecondary education community;
- Have a clear understanding and appreciation for the diversity and unique characteristics of adult learners and postsecondary entities in Kentucky;
- The ability to prioritize competing demands in a changing, collaborative environment; and
- Strong follow-through skills and attention to detail, especially under deadline pressures;

Preferred:

- A Master's or Doctoral degree;
- Three or more years in an educational setting serving adults;
- A mix of strong analytical, research, writing, and communication skills, with an emphasis on quantitative analysis and the interpretation and presentation of quantitative data;
- Experience with program/policy evaluation or assessment of targeted interventions; and
- Strong leadership and change management skills

In addition to the specific position responsibilities cited above, the following professional criteria are desirable performance characteristics:

- Ability to work positively with diverse constituencies in an environment of rapid change.
- Outstanding communication, organizational and interpersonal skills.
- Ability to plan, implement, meet deadlines and to juggle multiple tasks and priorities.
- Strong commitment to organizational excellence and public service.
- Ability to remain calm and composed when dealing with difficult situations or people, including employee and/or partner relationships.
- Ability to organize and prioritize work and maintain confidentiality.
- Ability to work with multiple constituency groups to maintain a state-wide and system-wide relationship, structure, and efficiency.

Contact Information:

Interested applicants should send a cover letter of application specifically addressing the responsibilities and qualifications of the position; a curriculum vita or resume; and, the names, titles, and contact information, emails, and phone numbers for at least three professional references to:

Rebecca Bowman, Human Resources
Kentucky Council on Postsecondary Education
1024 Capital Center Dr., Ste. 320
Frankfort, KY 40601
Rebecca.Bowman@ky.gov

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