Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for an Assistant Program Director for our Business Program. This position is responsible for providing quality customer service to faculty, administration, students (prospective, current, new), high school counselors and teachers through administrative support at the direction of the Business Program Director.

**Responsibilities:**

Under the direction of the Business Program Director:

- Assists with general program management (prospective student recruitment, follow-up and enrollment, current student advising, schedule creation, student enrollment)
- Monitors program performance by collecting Program Outcome and Assessment Data. Provides suggestions and works with Director of implementing improvements
- Recruits students at high school events as an individual or part of a team
- Assists in the development of data collection methods to report and monitor program activities, analyzes data to determine if the activities provided are meeting program goals.
- Visits Partnership Sites to ensure course curriculum and Program compliance
- Assists with the recruiting, interviewing, and hiring of staff

**Qualifications/Skills:**

- Associate degree or equivalent in the appropriate field from an accredited college or university
- The ability to work effectively with diverse groups and demonstrate consistent customer relationship skills (manages up)
- Demonstrated ability to sell conceptually
- Excellent interpersonal and oral and written communication skills
- Must be able to demonstrate proficiency in Microsoft Suite (Word, Excel and PowerPoint)
- Must be able to maintain confidentiality
• Ability to work effectively/efficiently with students, faculty and administrative populations
• Must be able to work flexible hours to meet program needs
• Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individual to appointments
• Must be able to travel to trainings/meetings upon request of program director
• Be available to on-call to meet program needs

ABOUT HARCUM COLLEGE
Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an Equal Employment Opportunity employer. Resumes must include salary requirements for consideration of employment.

Preferred response for this position is via email: businessprograms@harcum.edu