WHEELOCK
COLLEGE

ASPIRE INSTITUTE

Job Description

CASE

Center Manager

Employment Status: Full-time, benefit-eligible, 12-month position.

Background: With funding from the Department of Early Education and Care (EEC), the Aspire Institute is launching the **Center for Assessment and Screening Excellence (CASE)**. In partnership with Educator Provider Support (EPS) grantees, this center will provide three levels of training on early childhood assessment, screening and QRIS measurement tools in a mixed delivery format (e.g. online, hybrid and on-site) for early childhood and out-of-school time professionals.

Responsibilities:
The CASE Manager will work closely with EEC, the Aspire Director and Operations Manager, Connected Beginnings Training Institute, Wheelock faculty, and EPS regions to:

- Oversee course development, operations and budget
- Collaboration with EPS grantees to support coordination and delivery of training
- Manage subcontractors and independent consultants
- Prepare regular reports to EEC
- Supervise four post-graduate fellows and a data support specialist
- Represents Aspire within Wheelock and the community

Note: This description focuses on the major duties of this position. It is neither designed nor intended to include all duties inherent in satisfactory performance of the position.

Qualifications:

- Bachelor's Degree / Master's or higher preferred, with significant coursework in organizational leadership, business, community relations, educational leadership and administration, or related fields.
- Knowledge of and experience with child assessments and program assessments
- Strong writing, communication and organizational skills.
- Budget and project management experience.
- Ability to work effectively in a team environment that includes other staff, faculty administrators and students.
- Technical skills, including MS Office Suite, desktop publishing, database applications, and website design

To Apply: Please send resume and cover letter to: CASE@wheelock.edu

Wheelock College is an EEO/Affirmative Action Employer