



Mount Tamalpais College Program Manager

Permanent, salaried, full-time position

Start Date: ASAP (flexible)

Salary: \$80,000-\$100,000

Start Date: June 2021

Location: Currently remote; ordinarily at San Rafael office and at San Quentin Prison

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Reporting to the Academic Program Director, the Program Manager is responsible for providing administrative and programmatic support for Mount Tamalpais College. This role is overwhelmingly administrative, and requires meticulous attention to detail, advanced organizational skills, and the ability to create systems for managing large amounts of data, as well as a fast-paced flow of projects, tasks, and information. This role requires interaction with a wide range of stakeholders. This position is full time and exempt from overtime.

This job is ordinarily performed at the Mount Tamalpais College off-site office and on-site at San Quentin State Prison. Hours include some evenings and weekends. This job involves up to two miles of walking a day on uneven terrain and some lifting. Duties are currently being performed primarily remotely, with some time at the office. It is unclear when normal programs will resume.

Job Responsibilities

- **Program Administration**
 - Lead project and task management for Program Team
 - Create and manage master calendar, in collaboration with Student Affairs
 - Coordinate program team staff scheduling
 - Provide logistical and administrative support for faculty and student surveys
 - Manage faculty data in Salesforce
 - Oversee semesterly instructor interest & availability survey
 - Manage faculty clearance process, in collaboration with San Quentin staff
 - Support technical assistance training conferences for external practitioners

- **Faculty Communication and Support**
 - Manage email communication with prospective instructors
 - Arrange and support faculty trainings and meetings
 - Manage event planning at San Quentin and elsewhere (e.g., academic conferences, faculty appreciation events, holiday party, and graduation luncheon)
 - Provide project management and task support to faculty
 - Manage Google calendars, groups and related spreadsheets for faculty
 - Manage faculty carpools, including reimbursements

- **Other Key Duties**
 - Supervise Program Assistant
 - Escort faculty into San Quentin several afternoons and evenings per week, and provide support on-site for faculty and students
 - Communicate regularly with Mount Tamalpais College staff and faculty about student needs and institutional issues, with meticulous attention to detail
 - Manage student support letter requests, and other documentation needs
 - Various other photocopying, data entry, filing, and other duties in support of the Students Affairs and Academic Affairs divisions as assigned

Essential Qualifications

- Associate degree or higher
- Outstanding level of organization and attention to detail, capacity for multi-tasking, and ability to prioritize
- Exceptional professionalism, including strong written and verbal communication skills, personal maturity, and clear interpersonal boundaries

- Commitment to fostering a collegial and collaborative work environment
- Exceptional ability to project manage
- Ability to communicate effectively with diverse constituents, including students, faculty, colleagues, prison staff and administrators, donors, and others
- Strong sense of personal responsibility and exceptionally self-motivated
- Willingness to pitch in where needed
- Persistence, strong work ethic and passion for providing education opportunities to incarcerated populations
- Proficiency with, or willingness to be trained in: MS Office Suite including Excel, Google Documents and Groups, SurveyMonkey, MailChimp, and Salesforce
- Availability to work evenings and weekends regularly
- Ability to walk up to two miles on uneven terrain several days a week and to lift up to 15 pounds

Compensation and Benefits

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to Apply

Please submit your cover letter and resume to hring@mttamcollege.org with “Program Manager” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to Mount Tamalpais College’s mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our student body; as well as people directly impacted by incarceration. We welcome applicants who are LGBTQ and/or gender diverse.

Statement of Non-Discrimination

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.