



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Part-time Educational Assistant, Minority Student Programs & Brother to Brother Mentoring Program Coordinator

JOB POSTING #: EA-1001

ANTICIPATED STARTING DATE: September 2015

MINIMUM

QUALIFICATIONS: Bachelor's degree in an appropriately related field required. Experience in multicultural and/or international educational programming and services. Ability to provide multicultural and international student support. Experience with student retention and/or mentoring programs. Excellent interpersonal, organizational and communication (oral/written) skills a must.

An understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are required. Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES: The Minority Student Programs & Mentoring Program Coordinator, under the supervision of the Director, Advising & Counseling Center, is responsible for assisting the Director with the development and implementation of multicultural/international educational programs and services which include, but are not limited to, Cultural Diversity Festival, Hispanic Heritage Month, African American History Month, Asian American History Month, International Education Week; serves as a liaison with other College faculty and staff; serves as a representative to the larger community on collaborative projects; advises and assists multicultural and international students; assists with the Office's marketing and communication materials; assists with the coordination of the college's retention and mentoring programs; a working knowledge of desktop publishing, graphics and MS Word, Excel, Power Point is desirable; and other responsibilities as assigned by Director.

COMPENSATION: \$28.88 per hour; 15 hours per week

APPLICATION

PROCEDURE: Please reference job posting number on application material. Send letter of intent, resume, and transcripts (unofficial acceptable) and the names of three professional references to:

Human Resources Department
Manchester Community College
Great Path, MS #2
P. O. Box 1046
Manchester, CT 06045-1046

Or email to: GenInfoHumanResources@mcc.commnet.edu

DEADLINE: Letter of application must be postmarked no later than September 10, 2015

MANCHESTER COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, M/F, PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.