



Norwalk Community College

188 Richards Avenue
Norwalk, CT 06854-1655

Human Resources Office

September 9, 2016

ANNOUNCEMENT OF POSITION OPENING

POSITION: Title V Coordinator– Community College Professional 19, 12-month, non -tenure track

ANTICIPATED

STARTING DATE: Fall 2016

MINIMUM

QUALIFICATIONS: A Master's degree in educational administration or related discipline two to five years of administrative and managerial experience of major projects, especially experience and knowledge of federal grant education programs; or a combination of education, training and experience which would provide the competencies required for successful performance of the position's essential duties, and a minimum of two years' supervisory experience.

PREFERRED

QUALIFICATIONS:

- Relevant experience or knowledge of higher education, preferably to include community colleges;
- Ability to provide strategic direction and leadership to a major initiative focusing on Norwalk Community College's Hispanic and low-income student population;
- Experience in creating, reviewing, overseeing and managing student success programs involving a diverse student population;
- Experience in promoting integration of academic affairs and student services activities, serving as a strong relationship manager in support of the college-wide Title V project;
- Ability to serve as the key voice of the Title V project in providing updates and reports to the Department of Education, the College administration, Norwalk Community College Foundation, the Board of Regents for Higher Education and other key stakeholders;
- Strong project management skills, including experience working with deadlines, managing large budgets, and overseeing high profile projects.
- Experience in grant management, contracting and procurement;
- Information technology literacy skills.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.



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RESPONSIBILITIES:

Norwalk Community College received a five year \$2.3 million grant from the U.S. Department of Education, Developing Hispanic-Serving Institutions (HSI) Title V Program to increase student success. The proposed project, “The Student Success Collaborative: Transforming Student Pathways to Credentials and Beyond” will infuse academic support throughout the curriculum from orientation to graduation. The project will integrate three related components that are critical to improving the success of Hispanic and other at-risk populations at NCC. These are: 1. Redesign Student Orientation, Advising and Registration (SOAR); 2. Embed academic support throughout the curriculum; and 3. Establish an on-site and on-line Learning Commons. Through these activities NCC will meet the goals of a) increasing retention; b) increasing student achievement; and c) increasing graduation rates.

The Title V Coordinator, reporting directly to the Dean of Institutional Effectiveness, serves as liaison to the Title V Program Officer at the U.S. Department of Education. The successful applicant will provide overall leadership, organization, management and oversight throughout the implementation of the Title V project. Responsibilities include but are not limited to: Overseeing all Title V grant personnel and activities; supervising a professional, paraprofessional and administrative support staff that will include; a Principal Clerk, Technology Specialist, and Research Specialist; working collaboratively with the Activity Co-Directors in the three grant activity areas to provide support and oversight during the implementation process; serving as chair of the Title V Task Force which will meet routinely to oversee the implementation process, monitor progress and review outcomes and working with the External Evaluator and Research Specialist to implement the evaluation plan, regularly reporting results to the Title V Task Force

MINIMUM SALARY: \$68,419 plus excellent State health insurance, retirement and related fringe benefits.

APPLICATION

DEADLINE: Review of application will begin on October 9th and continue until position is filled.

For application instructions, please click on the link below:

http://norwalk.edu/dept/hr/employment_opportunities/

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.