

**Middlesex Community College**  
**Enrollment Services Aide**  
(Community College Professional 12)  
**12-month Tenure Track Position**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Middlesex Community College  
**Hours:** 35 hours/week  
**Salary:** \$40,681 plus fringe benefits  
**Closing Date:** October 14, 2016

**General Requirements:** Associate's degree in an appropriately related field and one to two years' experience in an admissions office environment performing student enrollment and registration services. Demonstrated knowledge, skills and abilities in office administration, including registration procedures; office computer applications, customer service; and oral and written communication.

***Preferred Skills and Ability:*** Experience in MS Office and enrollment programs such as Banner is preferred.

**General Responsibilities:** The Enrollment Services Aide is accountable for contributing to the successful operation of the Office of Enrollment Services by providing administrative support and leadership, including supervision to the Office's administrative support staff; performing and assisting in the collection, maintenance and safeguarding of the College's student records in accordance with College standards and generally accepted student records practice; effective performance in maintaining student records; processing student applications and registrations for credit & non-credit courses; supporting the accurate and expeditious conduct of the College's application and registration process; and participating in student conflict resolution. All of these duties may involve attendance at evening or weekend events.

**Supervisory and Other Relationships:** The Enrollment Services Aide typically works under the direction of the Assistant Director of Admissions, Associate Registrar, Director of Enrollment Management or other administrator. The position may lead student workers or others in administrative support tasks. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

**Application Instructions:** Send letter of intent, Board of Regents Employment Application (available at <http://mxcc.edu/jobs/>), resume, and copies of all higher education transcripts to:

**Noreen Wilson**  
**MIDDLESEX COMMUNITY COLLEGE**  
**100 Training Hill Road, Middletown, CT 06457**  
**Fax: 860-343-5870; Or email to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu)**

For more information about Middlesex Community College please visit our website, [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)  
**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER,**  
**M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011.