

**Middlesex Community College**  
**Enrollment Services Coordinator**  
(Community College Professional 14)  
**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:** \$45,787 plus fringe benefits  
**Closing Date:** November 4, 2016

**General Requirements:** Bachelor's degree in an appropriately related field with one to four years of related experience in student recruitment, including outreach and programming, and marketing and promotions. Demonstrated knowledge, skills and abilities in undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College's offerings; ability to effectively communicate this information to prospective applicants and/or students; ability to meet and interact favorably with students, parents, school officials and others in academic environments; ability to effectively communicate orally and in writing.

***Preferred Skills and Ability:*** Experience in an admissions or enrollment office setting; experience speaking and/or presenting to large groups.

**General Responsibilities:** The Enrollment Services Coordinator is accountable for developing and executing key internal and external student recruitment and outreach in support of enrollment services for credit and non-credit programs at a Community College. The position performs outreach tasks to inform communities about the credit and non-credit services of the College and to promote enrollment, meeting College program standards and utilizing promotion and marketing strategies; contributes to the recruitment of sufficient numbers of appropriately qualified students to meet the College's enrollment goals; prepares accurate and timely records and complex reports related to functions of the Office of Enrollment Services; assists with various enrollment promotion and marketing initiatives at the College. All of these duties may involve attendance at evening or weekend events.

**Supervisory and Other Relationships** The Enrollment Services Coordinator typically works under the direction of the Director of Enrollment Management or other employee of a higher grade. The position may train, supervise or lead student workers or clerical staff in the Enrollment Management area if assigned.

**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.