

**NAUGATUCK VALLEY COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSOCIATE DEAN OF ENROLLMENT MANAGEMENT
12-MONTH, MANAGEMENT / CONFIDENTIAL POSITION (MANAGER 2)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: Naugatuck Valley Community College

HiringSalary Range: \$73,200 to 95,400 annual approximate, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: October 27, 2016

Minimum Qualifications:

Master's degree and a minimum of five years of experience applying those disciplines in a field related to education administration, business or training and professional development which includes three years of experience in the supervision of the work of others.

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. They must also provide appropriate references.

Responsibilities: The Associate Dean of Enrollment Management is accountable for achieving the College's enrollment requirements and for managing related student services through effective performance in the areas of enrollment management; student retention; development and management of staff; publicity and marketing; budget and fiscal management and assistance and support to the Dean of Student Services. Management employees are committed to the operation of the college five days a week, which may include evenings in addition to Saturdays or Sundays.

Application Instructions: For complete application instructions, please go to the Naugatuck Valley Community College website at [Associate Dean of Enrollment Management Posting](#)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley 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 additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.