

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
BRIDGE TO COLLEGE: PROGRAM DIRECTOR/GEAR UP  
EDUCATIONAL ASSISTANT  
PL 18 (Grant-funded, non-tenure track position)**

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

**Open To:** The Public  
**Location:** Naugatuck Valley Community College, Waterbury Campus  
**Minimum Salary:** \$63,093 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.  
**Closing Date:** July 31, 2015

**MINIMUM QUALIFICATIONS:**

Applicants must have a Master's Degree in an appropriately related field together with from two to five years of related experience.

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. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the direction of the Bridge to College Director, the Bridge to College Program Director will be responsible for achieving the Gear Up grant program's goals and objectives through effective performance in the essential areas of grant and program preparation, administration and evaluation; overseeing budget preparation, maintenance and audits; liaison between the grant program and federal, state and city officials, the public school system, community agencies and businesses; recruit program participants, strengthen parent programs, administration and hiring of grant program personnel; overseeing personnel and assigning them to duties; submission of reports to funding agencies, maintenance of records and tracking data as required.

**TO APPLY: (Submit the following to the address below. Emailed or faxed application packages will NOT be accepted)**

- Letter of Intent
- Resume
- Typed [Employment Application](#) (ONLY Revision dated 9/21/2012 will be accepted)
- Official transcripts from each Degree-Granting Institution
- Name, address and phone number of three references

Bridge to College: Program Director/Gear Up Search  
Room K706  
Naugatuck Valley Community College  
750 Chase Parkway  
Waterbury, CT 06708

**THIS APPOINTMENT IS FOR A GRANT FUNDED POSITION AND IS SUBJECT TO IMMEDIATE TERMINATION IN THE EVENT OF REDUCTION OR ELIMINATION OF FUNDING.**

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform 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.