

**NAUGATUCK VALLEY COMMUNITY COLLEGE
EDUCATIONAL ASSISTANT (ASSISTANT DIRECTOR OF ADMISSIONS)
PL 16 (non-tenure track position)**

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

Open To: The Public

Minimum Salary: \$53,774 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: July 23, 2015

Anticipated Starting Date: August, 2015

MINIMUM QUALIFICATIONS:

Bachelor's degree in an appropriately related field and at least one (1) year 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 Director of Admissions, the Assistant Director of Admissions performs a full range of operations and administrative tasks in support of the admission and enrollment of students at a two-year Connecticut Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. In addition, the position provides advising services to prospective students to assist them in enrolling in programs best suited to their academic and experiential preparation. The position also performs outreach tasks to inform communities about the services of the College and to promote enrollment meeting College program standards. The Assistant Director of Admissions is responsible for contributing to the enrollment of students meeting the College's enrollment requirements through effective performance in the areas of enrollment administration; admissions advising; outreach and student recruitment and supervising or leading the work of support staff. The incumbent will be assigned to the Waterbury campus and will also have some responsibility for supporting the Danbury campus. Hours may vary and can include some evenings and weekends.

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

Assistant Director of Admissions Search Committee
Room K503
Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT 06708

This appointment is for a non-permanent position. If a search for a permanent position is conducted, the college will recruit for the position and candidates may apply at that time.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act of 1986 (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.