

Announcement of Anticipated Opening

SSS PROGRAM SPECIALIST, WRITING FOCUS (GRANT FUNDED)

Job Posting #FT-105

Community College Professional 15

(Full-time *Educational Assistant* – 12-month, non-tenure track position)

Application must be postmarked by this date.

October 14, 2015 - **Extended to October 22, 2015**

(If previously applied, do not resubmit)

Anticipated Starting Date

November 2015

Minimum Qualifications

Master's degree in education, special education, English, student development or a closely related field from an accredited college/university required. Knowledge of student development theory, college study skills, and experience working with first generation and low income students. Experience with a summer bridge program preferred. Understanding and sensitivity to multicultural differences and needs and experience working programs that serve disadvantaged and/or underrepresented populations are required. Must have excellent oral, written, listening and communication skills, and have the ability to work independently and as a member of a team. Time management and computer literacy skills are required. Four to six years of experience coordinating program services, creating and conducting presentations and facilitating workshops is required. Work experience in a higher education setting required. Additionally, two to four years of teaching experience is required. An understanding of the mission of the community college is essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience has prepared them for the responsibilities of this position.

Responsibilities

The Student Support Services (SSS) Specialist is responsible for the provision of services, needs assessments and advising in the areas of academic studies, financial aid, career awareness, transfer options, and personal and social development. The SSS Specialist will coordinate program services, create and conduct presentations and facilitate workshops in writing.

This position may require some evening and weekend work.

Minimum Salary/Compensation

\$49,516 approximate annual with excellent benefits.

Application Procedure

Please reference job posting number (#FT-105) on application material.

Send letter of intent, resume, transcripts (unofficial acceptable) and the names of three professional references to:

#FT-105

Human Resources Department
Manchester Community College
Great Path, MS #2
P. O. Box 1046
Manchester, CT 06045-1046

Application Deadline

October 14, 2015

Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Continuing Notice of Nondiscrimination

Manchester 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 intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity, Inclusion and Staff Development, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, 860-512-3107, or by email at lglende@manchestercc.edu.

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.