

- POSITION:** **REGISTRATION SERVICES ASSISTANT (2 positions)**  
Community College Professional 13  
Full-time, 12-Month, Tenure-Track Position
- ANTICIPATED START DATE:** January 2016
- MINIMUM QUALIFICATIONS:** Associate degree in Business, General Studies or other related degrees together with up to two or more years of related experience.
- Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:
- Student records practices and methods accepted by the higher education field;
  - Operating computerized and manual systems for collecting, preserving and reporting student information;
  - Strong information technology literacy skills;
  - Interacting favorably with faculty, administrators, staff, students and public.
- 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 and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- PREFERRED QUALIFICATIONS:** Experience with Banner and registration.
- RESPONSIBILITIES:** Under the direction of the Registrar, the Registration Services Assistant is responsible for detailed recording, maintenance and report preparation of student records at the College. The incumbent will be accountable for contributing to the accuracy, reliability, timeliness, retrieval, reporting and security of information about academic achievement of the College's students through effective performance in essential functional areas of maintaining student records, student registration, reporting of student information and veterans' services (where assigned).
- The position is expected to have substantial relationships with students, faculty, administrators and staff. External relationships may include student records staff of other institutions of higher learning as well as members of the general public. The incumbent is expected to have collaborative relationships with academic and student services departments to contribute to retention of students and to represent the College in a positive manner. In addition to the responsibilities listed above, the Registration Services Assistant is required to attend and participate at convocation and commencement ceremonies; serve on assigned committees and task forces; attend and participate at committee, staff, informational and professional meetings.
- STARTING SALARY:** \$43,039.00 approximate annual salary with full benefits package.
- TO APPLY:** Submit a **letter of interest, current resume** and **completed (typed) ConnSCU Board of Regents Employment Application\*** to:
- INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**
- Human Resources Department  
Registration Services Assistant Search **NO FAXES PLEASE**  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or
- E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) **(8 PAGES OR LESS)**
- APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **NOVEMBER 20, 2015.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic 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, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer  
900 Lafayette Boulevard  
Bridgeport, CT 06604  
(203) 332-5013