



Department of ADMINISTRATIVE SERVICES Job Postings



Central Connecticut State University **GRADUATE RECRUITMENT & ADMISSIONS: ASSISTANT DIRECTOR**

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

- Open To:** The Public, State Employees, Agency Employees
- Location:** Central Connecticut State University
- Hours:** TBD
- Closing Date:** May 19, 2017

Central Connecticut State University invites applications for a full-time, Assistant Director. The successful candidate will assist the Associate Director in advancing the graduate admissions program of the University and will be responsible for assisting in the identification and recruitment of new graduate students. This position requires some evening and weekend work. Occasional out-of-state travel is required. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree
- Minimum of three years of professional work experience in admissions, higher education or related field
- Knowledge of SCT Banner or similar software systems
- Demonstrated excellent interpersonal communication skills and ability to master administrative functions
- Demonstrated ability to grasp knowledge of and communicate information about all academic programs offered at the University
- Commitment to serving a diverse student body

Credentials and/or experience substantially comparable to the above may also be considered.

Other Position Requirements:

- Valid driver's license
- Ability to lift 25 lbs. with or without accommodations

Preferred Qualifications:

- Master's degree
- Professional recruitment work experience at the university undergraduate and/or graduate level
- Experience with administrative functions such as evaluating and making decisions on admission applications
- Demonstrated experience with identifying and implementing recruitment outreach activities of underrepresented, diverse populations.
- Computer proficiency, e.g., Microsoft Office Suite and data-based systems such as Customer Relationship Management (CRM)
- Demonstrated professional presentation skills
- Demonstrated experience with social media in a professional setting

For full consideration, applications must be received by **May 19, 2017**. Salary is commensurate with education and experience; minimum salary is \$52,489. **Incomplete applications will not be considered.** For more information and application instructions, go to: <https://hrat.ccsu.edu/default.php>.

Central Connecticut State University is an affirmative action and equal opportunity employer