



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
ASSOCIATE DEAN OF ENROLLMENT MANAGEMENT
FULL TIME 12 MONTH, MANAGEMENT/CONFIDENTIAL POSITION (MANAGER 2)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

- Open To:** The Public
- Location:** Winsted, CT
- Minimum Salary:** \$73,400 to \$95,400 hiring range, plus excellent medical insurance, retirement and related fringe benefits.
- Closing Date:** Open until filled with preference for those applications received by February 28, 2017.

Minimum Qualifications: Master's degree in an appropriate field with five or more years of related experience in higher education or academic administration, and at least three years of supervisory experience; or a combination of education, training and experience which would provide the competencies required for successful performance of the position's essential duties. Strong information technology literacy skills and effective oral and written communications are required.

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.

Responsibilities: Reporting to the College President, the Associate Dean of Enrollment Management is accountable for achieving the College's enrollment requirements and for managing related student services through effective performance in the areas of enrollment management, student advising and retention, program planning and development, recruitment publicity and marketing, community involvement, and budget and fiscal management. This position provides leadership, management, and direction to the following student-centered offices: Financial Aid, Student Services, Admissions, and Registrar. May require travel to off-site locations and may include working evenings and/or weekends.

Application Instructions: PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages will be accepted for consideration. The final candidate will be required to successfully pass a background check.

1. Letter of Intent
 2. Resume
 3. Statement of Enrollment Management Philosophy
 4. Names and contact information of three (3) professional references
 5. Typed Board of Regents Employment Application, available at: [NCCC Human Resources forms](#)
 6. Unofficial Transcripts from each Degree-Granting Institution
- You may email your application package to **NW-HumanResources@nwcc.edu**

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans