



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: **Assistant Director of Admissions**
CCP 16
12 Month, Full-Time (35 hours per week), Tenure-Track Position

ANTICIPATED STARTING DATE: November 2014

MINIMUM QUALIFICATIONS: Bachelor's degree with one year of student recruitment and admissions experience in higher education, and/or relevant graduate level coursework. Demonstrated knowledge, skills and abilities in: recruitment of students and processing applications for admission; undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College's offerings; advising students and applicants regarding academic courses for their preparation and career goals; and office administration. The successful candidate will possess the following: highly developed written and oral communication; the ability to effectively interact with a diverse student and employee population, and broader college community with respect and integrity; computer proficiency and ability to learn and utilize college technology used in recruitment and admissions; familiarity with student information systems (ex: Banner, PeopleSoft, Datatel, Jenzabar, etc.). In-state travel required and the successful applicant must have a valid driver's license and ability to transport presentation supplies.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

RESPONSIBILITIES: This Assistant Director is accountable for outreach and student recruitment, enrollment administration, advising prospective students, and evaluating transfer credit. He/she will assist in the processing of applications for admission and supporting credentials. The Assistant Director is responsible for participating in programs to attract students to the College and to promote and enhance the public image of the College. This may include: participating in meetings with high school guidance counselors and administrators, students and community groups and serving as a staff participant at such events as college fairs, job fairs and open house programs; and collaborating with other faculty and staff. The Assistant Director will assist in the coordination of placement testing. The incumbent is also, responsible for assisting and participating in development and preparation of promotional and informational literature on educational opportunities at the College, and admissions functions as assigned. The Assistant Director works both independently and collaboratively with other staff members in areas such as financial aid and student advisement. The Assistant Director of Admission is also required to participate in Commencement, as well as other special College meetings. Position will require evenings and some weekends. Travel required.

MINIMUM SALARY: \$52,208 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE: ADMISS**
170 Elm Street, Enfield, CT 06082
Email: AS-StudentServices-HR@asnuntuck.edu
Fax: (860) 253-3069

APPLICATION DEADLINE: Application materials must be received on or before September 29, 2014

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045, and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (869) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.