

CAPITAL COMMUNITY COLLEGE
Registration/Customer Services Assistant
Division of Continuing Education
CCP 13
Full Time, 12 Month, Tenure Track Appointment

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

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Full Time, 35 hours a week
Salary: \$41,785.00 approximate annual
Closing Date: Application must be postmarked no later than January 9, 2015.
No phone calls; submit only one application either electronically or via regular mail

General Knowledge, Skills and Ability:

A combination of education training and experience which would include an Associate's degree in an appropriately related field together with two years of related experience in the areas of student's records, preparation, contract documentation and tracking, practices and methods accepted by the higher education field; demonstrated skill in operating computerized and manual systems for collecting, preserving and reporting student information; strong information literacy technology skills; demonstrated ability to interact favorably with faculty, administrators, staff students and the public.

General Experience:

As part of the Continuing Education Division, the Registration Services Assistant will work under the Dean of Continuing Education and may lead student workers or others in administrative tasks. The incumbent will be accountable for performing detailed recording, maintenance and report preparation of student records and various contracts within the Continuing Education Division. This will include maintaining student records, student registration, reporting of student information and contracts for the Continuing Education Division. The college's student records are supported by a complex computer-based student information system. In addition, the incumbent will provide continuing education program information, customer service, cross selling/marketing and provide administrative support to the division. The incumbent is expected to have substantial relationships with students, staff as well as members of the general public.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/docs/BOR-Employment-Application-Feb-2014.pdf>) and college transcripts to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplclicant@capitalcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital 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: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu