

**CAPITAL COMMUNITY COLLEGE**  
**Full Time Educational Assistant**  
**Business Development Associate, PL 17**  
**12 Month, Special Appointment**  
**Partially Grant Funded**

**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:** 35 hours a week  
**Salary:** \$56,345.00 approximate annual.  
**Closing Date:** Application must be postmarked no later than July 11, 2014.  
No phone calls; submit only one application.

**General Knowledge,  
Skills and Ability:**

Bachelor's degree in business administration, education or a related field. Three to five years of professional experience in a corporate training sale program, business to business sales, training needs assessment, marketing training programs or related experience. an appropriately related field together with one to four years of related office administration experience or a combination of education, training and experience. The successful candidate will have demonstrated knowledge, skills and abilities in the areas of (1) sales territory management, (2) sales and marketing of training , (3) institutional development and resource capacity building, (4) ability to develop and maintain corporate relationships, develop and market corporate solutions to business areas, (4) proven track record in meeting or exceeding revenue, enrollment and internships as well as job placement expectations; (5) Exceptional communication and interpersonal skills as well as organizational and administrative skills.

**General Experience:**

As part of the Continuing Education Division, the Business Development Associate will work under the Dean of Continuing Education and is responsible for expanding the college's business base to meet revenue, enrollment, and Capital Crossroads to Careers internship/job placement quotas. The Business Development Associate will assess the local training needs, develop marketing strategies and materials, markets Capital Community College training and Capital Crossroads to Careers resources to the region's business community, assists in the design of training solutions and secures internships and job placement opportunities for Capital Crossroads to Careers students. The Business Development Associate writes and presents proposals; negotiates and closes on contract for program delivery; evaluates program effectiveness and builds customer relations. Weekend and evening hours may be required

**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.ct.edu/hr/employment>) 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-HRApplc@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](mailto:rkelly@Capitalcc.edu)