

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
CC Educational Assistant
Recruitment & Retention Specialist
TAACCCT/NRC Federal Grant, Special Appointment
Full Time, 12 Month, Renewable for the Duration of the Grant

[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: \$56,345 approximate annual.
Closing Date: Letter of application must be postmarked no later than **November 7, 2014**.
No phone calls; submit only one application either via email or hard copy.

General Knowledge,

Skills and Ability: Master's degree in higher education administration, student personnel, or related field with two to five years of experience applying those disciplines in activities related to college admissions, student retention and success, advisement and/or assessment. Effective oral and written communication skills and ability to work effectively with diverse population and non-traditional students. Demonstrated proficiency in the use of Microsoft Office suite. Experience with Integrated and Planning Advising Systems (IPAS) such as Simplicity, Banner, data management systems, federal grants, Department of Labor or Workforce Investment Boards preferred.\

General Experience: As part of the Northeast Resiliency Consortium (NRC) TAACCCT grant funded by the Department of Labor, Capital Community College is developing new credit programs in green Construction Management and Architecture Engineering Technology, as well as new Information Technology programs in Mobile Application Developer and Cybersecurity. The primary role of the Recruitment and Retention Specialist is to recruit students for the NRC grant credit programs, and utilize student data and other assessment resources to develop, implement and monitor a comprehensive strategic retention plan for those students. The Educational Assistant will work under the direction of the grant Project Director/Credit Coordinator. The position may lead support staff or student workers as assigned. He/she will have extensive cooperative and collaborative relationships within the campus community and with community organizations, will contribute to the academic success of grant students by effective performance in outreach, recruitment, advising, admission and retention of students. May involve attendance at evening or weekend events.

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 on the following website: <http://www.ccc.commnet.edu/docs/BOR-Employment-Application-Feb-2014.pdf>) and copies of 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: rkelley@Capitalcc.edu