

CAPITAL COMMUNITY COLLEGE
JOB OPPORTUNITY
Full Time Educational Assistant
Business Development Coordinator, PL 17
Full Time, 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: Full Time, 35 hours a week

Salary: \$56,345.00 approximate annual.

Closing Date: Application must be postmarked no later than November 21, 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 sales program, business to business sales, or related experience. The successful candidate will have demonstrated knowledge, skills, and abilities in the areas of (1) relationship management with key corporate decision makers; (2) sales and marketing; (3) institutional development and resource capacity building; (4) ability to develop and maintain corporate relationships, develop and market corporate solutions to business areas, and strong influence skills; (4) proven track record in meeting or exceeding revenue, enrollment, and internship/job placement expectations; (5) exceptional communication, interpersonal, project management, and computer skills.

General Experience: As part of the School of Workforce and Continuing Education, the Business Development Coordinator will work under the Dean of the School of Workforce and Continuing Education and is responsible for expanding the College's business base to meet or exceed revenue, enrollment, and Capital Crossroads to Careers internship/job placement goals. The Business Development Coordinator will assess the local training needs, develop marketing strategies and materials, sell Capital Community College's training programs and services including the Capital Crossroads to Careers program to the region's business community, assist in the design of training solutions and secure internships and job placement opportunities for Capital Crossroads to Careers students. The Business Development Coordinator writes and presents proposals, negotiates and closes on contracts for program delivery, evaluates program effectiveness, tracks data and prepares reports, 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.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: rkelley@Capitalcc.edu