

CAPITAL COMMUNITY COLLEGE
Director of Student Development/Services
(Community College Professional 21)
12-Month Tenure-Track Position

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: \$76,287.00 approximate annual
Closing Date: November 15, 2013

General Knowledge, Skills and Ability:

A Master's degree in Student Personnel, Counseling or related field together with four years of experience in a related field with at least two years of experience in the supervision of others. Demonstrated advanced knowledge and abilities in the following areas: student counseling and services for students with special needs; supervising human resources in a creative and technological environment; developing and managing operating budgets and plans; strong information technology literacy skills; effective oral and written communication skills.

General Experience:

The Director of Student Development/Services will manage a major division with multiple student service functions which include: Student Counseling, Career Services, Student Activities, The Welcome and Advising Center, Disability Services, Placement Testing, Veteran's Affairs, Capital Bridge and Special Population Programs. The position will be required to have extensive cooperative and collaborative relationships with faculty, students, staff, the public and with professionals in peer organizations and professional associations. The incumbent will be expected to represent the college in a positive manner and a major function of the position will be leading collaborative efforts for retention of students. In addition, the position will be responsible for program planning and development, service delivery, the management of appropriately qualified student services staff, as well as management of budgets and fiscal operations for the division.

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 letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRApplicant@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.