

**CAPITAL COMMUNITY COLLEGE**  
**Welcome and Advising Center Director**  
(Community College Professional 18)  
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:** \$57,739.00 approximate annual.

**Closing Date:** Letter of application must be postmarked no later than August 17, 2012

**General Knowledge Skills and Abilities:**

A Master's degree in Student Personnel, Counseling, Higher Education Administration or related field together with two years of experience in a leadership position for programs designed to meet the needs of under-prepared students. Planning and assessment skills, excellent oral and written communication skills and knowledge of the philosophy, principles and practices of student services and academic advising are required for this position.

**General Experience:**

Under the supervision of the Dean of Student Services, the Director will administer a "Welcome Center" that provides comprehensive student intake and advising, assessment, and an early alert system for students at risk of academic failure. The Director will lead staff efforts to track individual students and prescribe remediation as indicated. The Welcome and Advising Center Director will work closely with supervision to define core "customer service" duties and cross-train the Welcome and Advising Center staff based on principles of team building and student retention. Some of the more specific key effectiveness areas for this position include: (1) plan, coordinate and execute college readiness programs; (2) plan and assess delivery and effectiveness of services provided through the Welcome Center; (3) coordinate Welcome Center activities and grant administration; (4) collect and compile Welcome Center statistics for internal and external reporting purposes; (5) plan and direct first rate, integrated user friendly Welcome and Advising Center; and (6) report progress and actively participates in College Leadership Team.

**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 a letter of intent, resume, transcripts and the names of three references to:

**Josephine Agnello-Veley**  
**Assistant Director of Human Resources**  
**Capital Community College**  
**950 Main Street**  
**Hartford, CT 06103**

**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.