



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: September 9, 2013

POSITION: Director, Academic Support Center
Community College Professional 19
Full-Time/12-Month Tenure Track Position

ANTICIPATED STARTING DATE: January 10, 2014

MINIMUM QUALIFICATIONS

Master's degree in an academic field closely related to the position's specialty, together with two to five years of related experience which includes two years of experience in the supervision of the work of others.

PREFERRED QUALIFICATIONS

Knowledge of academic and skills testing and assessment methods; familiarity with physical and learning disabilities; solid understanding of remedial, developmental and adult education methods and techniques; proficiency with computer-based and multi-media instructional technology including information technology literacy skills; excellent oral and written communication; demonstrated experience in grant writing, management, and reporting of Federal and State grants; commitment to the community college mission and its diverse student population.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES

Under the direction of the Academic Dean, the Director of the Academic Support Center directs the full range of academic services to assist students to achieve their learning goals for success and retention including: skill testing and assessment, special course examinations, computer-based instruction, learning skills advising, operation of an academic support center, and directing a program of tutoring and lab assistance. The Director is responsible for directing a comprehensive program of testing including the designing, norming and administration of such tests as skills assessments, placement instruments and special tests to accommodate students with disabilities and those requiring makeup exams. The incumbent may be responsible for the administration of Federal and State grants which requires grant writing, management, and reporting.

MINIMUM SALARY

\$64,491 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY

(Only complete application packages will be accepted for consideration)

- Letter of Intent
- Resume
- Typed Employment Application, available at:
http://www.nwcc.commnet.edu/humanresources/Human_Resources_Payroll/Professional_Employment_Application.pdf
- Unofficial Transcripts from each Degree-Granting Institution
- Three letters of recommendation relevant to this particular position

You may email your application package to **NW-HumanResources@nwcc.commnet.edu**

APPLICATION DEADLINE: October 9, 2013

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Visit our website at www.nwcc.edu

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An Equal Opportunity Employer