

**MIDDLESEX COMMUNITY COLLEGE
ANNOUNCEMENT OF POSITION OPENING
12 month, Tenure-Track Position**

POSITION: **Director of Admissions**
(Community College Professional 19)

**ANTICIPATED
STARTING DATE:** January 2014

**MINIMUM
QUALIFICATIONS:**

A minimum of a Master's degree in an appropriate field in addition to closely related experience in higher education of from two to five years is required; five to seven years strongly preferred. Supervisory experience is preferred. In addition, applicants are required to have significant understanding of undergraduate academic enrollment requirements; demonstrated knowledge and competence in marketing and recruitment in academic environments; demonstrated competence in advising students; and strong automated data technology literacy (familiarity with Banner strongly preferred). Two or more years coordinating selective admissions programs strongly preferred.

RESPONSIBILITIES:

The Director of Admission manages a comprehensive system of student records and full range of student recruitment, admissions and enrollment services for a two-year Connecticut Community College which has open enrollment and which offers degree and certificate programs in a broad range of liberal arts, transfer, occupational and career studies. The position's efforts are directed principally toward attracting and enrolling appropriately qualified students to meet the College's enrollment requirements and to contribute to meeting the education needs of the communities and target populations the College serves. The Director is accountable for achieving the College's enrollment requirements through effective performance in these essential functional areas: student recruitment and marketing; admissions management; administration; international student admissions and management.

The Director of Admissions is required to have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional and administrative people within the College and, in the external environment, to have critically important contacts and relationships with school administrators, counselors and students and with key members of community organizations such as corporations, service groups, churches, foundations and local governments. The Director is expected to collaborate with academic and student services departments to contribute to the retention of students. The incumbent is expected to represent the College in a manner which enhances the College's image in the public and which is appropriate to the dignity of the institution. Some weekend, evening hours and driving is required.

MINIMUM SALARY: \$64,491.00 plus excellent medical insurance, retirement and related fringe benefits

APPLICATION

PROCEDURE: Send letter of intent, resume, [Board of Regents application](#) , transcripts, and names of three references to:

Human Resources & Labor Relations
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
or e-mail at MX-HR-Recruitment@mxcc.edu or fax: (860) 344-5870

APPLICATION

DEADLINE: November 1, 2013

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