

**Middlesex Community College**  
**Director of Enrollment Management**  
**Full time, 12 month**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457  
**Hours:** 8:00 a.m. to 5:00 p.m., with some evening and weekend hours required  
**Minimum Salary:** \$68,218 approximate annual salary plus fringe benefits  
**Closing Date:** Application materials must be postmarked no later than **July 30, 2012**

**Minimum Qualifications:** A Master's Degree in an appropriate field in addition to closely related experience in higher education of at least 5 years including at least one year of supervision of others. Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas:

- Undergraduate academic enrollment requirements and undergraduate curricula appropriate to the College's offerings;
- Marketing and recruiting experience in academic environments;
- Advising students regarding academic courses appropriate for their preparation;
- Management of student records and such student services as student financial aid;
- Organizing, training, developing and leading a staff of professional and paraprofessional people;
- Developing and managing operational budgets;
- Strong information technology literacy skills;
- Ability to work with multiple constituencies;
- Possess excellent communication and collaborative skills.

**Responsibilities:** The Director of Enrollment Management manages a comprehensive array of student 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 array of services provided under the position's direction include:

- Recruitment of students, including outreach to organizations, communities and targeted populations;
- Analysis and evaluation of prospective student data and student applications;
- Advising students on educational programs and courses best suited to their capabilities and career goals;
- Enrollment administration, including the processing of student applications;
- Registration and student records management;
- Student financial aid and veterans' affairs;
- Public information and marketing.

Some travel is required to schools, business offices and community facilities to meet with and make presentations to key officials of schools and civic groups. In addition occasional attendance at evening or weekend events may be required.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application Instructions:** Send letter of intent, resume, transcripts, completed Board of Regents application and the names of three references to:

Jennifer Hobby, Human Resources Associate  
Human Resources & Labor Relations  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
jhobby@mxcc.commnet.edu  
or fax (860) 343-5870

For more information about Middlesex Community College see our website at <http://www.mxcc.commnet.edu>

**Middlesex Community College is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**