

CAPITAL COMMUNITY COLLEGE
Enrollment Services Assistant, CCP 13
Full Time, 12 Month, Tenure Track Appointment

[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: Full Time, 35 hours a week
Salary: **\$43,039.00** approximate annual.
Closing Date: Application must be postmarked no later than **March 10, 2017.**

General Knowledge,

Skills and Ability: A combination of education training and experience which would include an Associate's degree in an appropriately related field together with two to three years of related experience in the areas of undergraduate academic enrollment requirements and undergraduate curricula demonstrated skills and abilities in office administration, the use of personal computers, word processing and spreadsheet software applications; demonstrated ability to interact favorably with faculty.

General Experience: As part of the Division of Student Services, the Enrollment Services Assistant will work under the Director of Admissions and may lead student workers or others in administrative tasks. The incumbent will be accountable for processing applications for admission to the college and contribute to the efficient enrollment of students; managing the inbound and outbound communication from the Enrollment Services Office; Assists in the collection, maintenance and safeguarding of the college's student records to contribute to their accuracy and completeness in accordance with college standards and generally accepted student records practices. The incumbent is expected to have substantial relationships with students, staff as well as members of the general public.

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 or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/docs/BOR-Employment-Application-Feb-2014.pdf>) and college transcripts to:

Ms. Josephine Agnello-Veley, Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRAplicant@capitalcc.edu

No phone calls please; submit only one application either electronically or via regular mail.

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.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelley@Capitalcc.edu