

HOUSATONIC COMMUNITY COLLEGE  
JOB OPPORTUNITY

DEAN OF COMMUNITY OUTREACH  
Community College Management Position, 12-Month

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

**Open To:** Public  
**Location:** Housatonic Community College, Bridgeport, CT  
**Job Posting No:** 48846  
**Hours:** 40 hours per week  
**Salary:** Competitive Salary, with full benefits package  
**Anticipated Start Date:** October 19, 2012; *Appointment contingent upon funding approval by the Board of Regents*  
**Closing Date:** June 14, 2012

**MINIMUM QUALIFICATIONS:**

Education: Master's Degree in a field related to the position requirements.

Experience: Six years of experience in a relevant field preferably in higher education with at least three years of demonstrated functional responsibilities as a supervisor; an understanding of the comprehensive community college; highly developed leadership and interpersonal skills. Demonstrated competency in computer literacy including Microsoft Excel required.

The successful candidate will have demonstrated success in the following areas:

- Program development that is responsive and meets the needs of business and industry through continuing education both credit and non-credit;
- Implementation and facilitation of innovative programming for continuing education and/or competitive custom corporate training offerings;
- Outreach to diverse constituents that is responsive and is need based;
- Establishment of strategic partnerships and collaboration with other organizations, funding sources, and workforce development agencies;
- Strategic planning and management of personnel and financial resources;
- Collaborative and collegial management style, excellent and transparent communication skills and ability to forge effective working relationships with a broad range of internal and external constituents;
- Public Relations, Marketing, and Web Development and Management for effective communications;
- Must have effective managerial and leadership skills to maximize the potential of a diverse staff.

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:** This position reports to the President and is an integral part of the College's Management Team. The Dean provides effective leadership, vision, and strategic planning for the operations of the division and has the primary responsibility for Workforce Development, Continuing Education, Public Relations, Marketing and College Publications, Community Outreach, Website Development and Management, Legislative Liaison, and Special Events. The Dean supports and contributes to the mission and vision of the college as a student-centered success-oriented institution, and demonstrates an understanding of and commitment to diversity and to the mission of Connecticut Community Colleges.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements must submit a **letter of interest, current resume and completed (typed) Connecticut Community College Employment Application\*** to:

Human Resources Department  
Dean of Community Outreach Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or  
E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (10 PAGES OR LESS)

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_Unclass\\_EEO.doc](http://www.hcc.commnet.edu/HR/apps/State_App_Unclass_EEO.doc). Application must be completed in its entirety; references to resume or CV are not acceptable.

**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.*

Posted 5/1/12