



State of Connecticut JOB POSTING

POSITION: **ASSISTANT DIRECTOR OF ADMISSIONS**
Community College Professional 16
Full-time, 12-Month, Tenure-track Position

ANTICIPATED START DATE: December 2014

MINIMUM QUALIFICATIONS: Bachelor's degree in Education Administration or Education-related field with at least one year of student recruitment and admissions experience in higher education, or appropriately related experience. Demonstrated knowledge, skills, and abilities in: recruitment of students and processing applications for admission; undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College's offerings; advising students and applicants regarding academic courses for their preparation and career goals; written and oral communication; human relations to interact with a diverse student and employee population, and broader college community with respect and integrity; computer literacy to learn and utilize college technology used in recruitment and admissions; and office administration;. Must be able to carry supplies for presentation. In-state travel required and the successful applicant must have a valid driver's license.

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.

RESPONSIBILITIES: Under the direction of the Director of Admissions, the Assistant Director is accountable for outreach and student recruitment, enrollment administration, admissions advising, and supervising or leading the work of support staff. The incumbent will also evaluate transcripts of transfer students to determine transfer credits according to college policy, obtain special evaluations and information as needed, and process advanced standing placements for life experience credit and the CLEP program. The Assistant Director will also assist and participate in development and preparation of promotional and informational literature on educational opportunities at the College; participate in programs to attract students to the College and to promote and enhance the public image of the College including meeting with high school guidance counselors, administrators, students, and community groups, and attending events such as college fairs, job fairs, and open house programs; collaborate with faculty and work closely with staff in areas such as financial aid, placement testing and student advisement; and perform other admissions functions as assigned. The incumbent is also required to participate in Commencement, as well as other special College meetings. May require evenings and some weekends. Travel required.

SALARY: \$52,208.00 approximate annual salary, with full benefits package

TO APPLY: Submit a **letter of interest, current resume** and **completed (typed) ConnSCU Board of Regents Employment Application*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
Assistant Director of Admissions Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@hcc.commnet.edu (**8 PAGES OR LESS**)

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **October 1, 2014**.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic 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:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

A Member of the Connecticut State Colleges and Universities

An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply