

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

COORDINATOR FOR CAREER DEVELOPMENT

Full-time, 12-Month, Non-Tenure Track Position
Renewable for the duration of the Grant (Three years)

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

ANTICIPATED START DATE: January 2014

MINIMUM QUALIFICATIONS: Bachelor's degree in an appropriately relevant field together with two years' experience in an educational setting; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. In addition, applicants should have a history of effective relationships with employers.

Incumbents are required to have demonstrated advanced knowledge and abilities in the following areas: recruiting, employment or job placement and readiness programs; student career advising; information technology literacy skills; and effective oral and written communications. Applicants must possess and retain 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. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: Under the supervision of the Grant Coordinator, the Coordinator for Career Development will be:

- Accountable for developing career and employment programs appropriate for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program of dislocated workers and the job markets to which students may be referred, including development of internship opportunities
- Accountable for guiding and advising the grant participants in their career planning and development of their job search skills
- accountable for directing an effective program of developing employment and work-based learning opportunities in the job market
- Maintain progress reports and update supervisor on a regular basis;
- Publicizing career services to students, faculty, and employers.
- Some travel may be required and evening hours.

ANNUAL SALARY: \$50,687.00 annual salary with full benefits package

TO APPLY: Submit a **letter of interest**, **current resume** and **completed (typed) Connecticut Community College Employment Application*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
Coordinator for Career Development Search **NO FAXES PLEASE**
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

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

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **NOVEMBER 27, 2013.**

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Posted: 10/29/13

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.