

Middlesex Community College
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
HL-SCI Recruitment & Placement Coordinator (Educational Assistant)
12 Month, Full Time, Non tenure Track, Renewable for the Duration of the Grant

[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: Full-time, 35 hours
Salary: \$49,211 annually
Closing Date: March 18, 2013

Anticipated Start Date: Spring 2013

Preferred Knowledge, Skills and Ability: Master's Degree in an appropriate relevant field is required. One to three years of experience in career counseling, advisement, job development, and employee relations; Or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.
Incumbents are required to have substantial knowledge and abilities in the following areas: job placement and recruiting; career advising or counseling; analytical and organizational skills; effective oral and written communications.

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 by providing appropriate references.

General Responsibilities: Under the Health and Life Sciences Career Initiative (HL-SCI) Work Plan, Middlesex Community College is developing curriculum to initiate new programs and to revise existing programs in health care and life sciences. The Recruitment and Placement Coordinator is accountable for recruiting program participants for the HL-SCI programs, promoting and obtaining the participation of employers for placement of program participants in career-related jobs, and to provide students with internship experience and permanent employment through effective performance in these essential function areas: development of employment opportunities; marketing the HL-SCI programs to employers, students and faculty; and counseling students on career-related employment.
The Recruitment and Placement Coordinator will work under the direction of the Curriculum Innovation Coordinator. The position has extensive relationships with employers, the system HL-SCI groups and committees, One Stop Centers, Veterans' Centers, and with College faculty and students. The incumbent will work collaboratively with the Academic Dean and other members of the HI-SCI grant team. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Application Instructions: Send letter of intent, resume, [Board of Regents application](#), names and addresses of three references and college transcripts to:

Jennifer Hobby—Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
OR via email to: MX-HR-Recruitment@mxcc.edu

For more information about Middlesex Community College, please go to our website: www.mxcc.edu

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.