



## **ANNOUNCEMENT OF ANTICIPATED POSITION OPENING**

**Date Posted: April 14, 2014**

### **POSITION: Student Services Specialist (Full-Time)**

Community College Professional 18

35 hours per week / 12-Month Tenure Track Position

**ANTICIPATED STARTING DATE: June 27, 2014**

**CLOSING DATE: May 14, 2014**

### **MINIMUM QUALIFICATIONS**

Master's degree in administration, student counseling/advising, or an academic field closely related to the position's specialty, together with two to five years of related experience.

### **REQUIRED QUALIFICATIONS**

Candidates must have demonstrated advanced knowledge and abilities in the following areas: academic advisement of students; administration and interpretation of academic and occupational assessment instruments; career and academic development; articulation agreements and transfer policies for educational and career advancement; developing and facilitating programming for informational opportunities; effective oral and written communications; and experience with diverse populations.

### **PREFERRED QUALIFICATIONS**

Preference will be given to candidates with post-secondary education experience.

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 direction of the Director of Student Development, the incumbent is accountable for providing services conducive to positive experiences and development of students at the College through effective performance in these essential functional areas: program design and development (guiding and advising students in academic, personal, career, and social programs); student counseling (providing advising to students to contribute to their successful academic, career, social, and College experience), service delivery (effective functioning of assigned student services by directing and participating in its delivery), and collaboration with faculty and staff (on appropriate actions and assistance for student issues requiring special attention).

### **MINIMUM SALARY**

\$ 61,255 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

### **TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY**

**Only complete application packages received by the close of business (4:30PM) on the closing date will be accepted for consideration**

- Letter of Intent
- Resume
- Typed Employment Application, available at:  
[http://www.nwcc.commnet.edu/humanresources/Human\\_Resources\\_Payroll/Professional\\_Employment\\_Application.pdf](http://www.nwcc.commnet.edu/humanresources/Human_Resources_Payroll/Professional_Employment_Application.pdf)
- Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to **NW-HumanResources@nwcc.edu**

Northwestern Connecticut 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 individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator for students (Phone: 860-738-6315, Email: [RGonzalez@nwcc.edu](mailto:RGonzalez@nwcc.edu)), and Wendy Bovia, ADA Coordinator/Title IX and Section 504 Assistant Coordinator for faculty and staff (Phone: 860-738-6325, Email: [WBovia@nwcc.edu](mailto:WBovia@nwcc.edu)), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

A Member of the Connecticut Community College System  
An Equal Opportunity Employer