

**CAPITAL COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**  
**Registration Services Assistant**  
**Standard Appointment, Tenure Track**  
Full Time, 35 hours a week, CCP 13- 12 month

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

**Open To:** The Public  
**Location:** 950 Main Street, Hartford, CT 06103  
**Hours:** Full Time, 35 hours a week  
**Salary:** \$43,039.00 annually  
**Closing Date:** Letter of application must be postmarked no later than December 23, 2016.

**General Knowledge,  
Skills and Ability:**

An Associate's Degree in an appropriately related field together with up to two years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position. Incumbents should have a demonstrated fundamental knowledge of student records practices and methods accepted by the higher education field; demonstrated skill in operating computerized and manual systems for collecting, preserving and reporting student information; strong information technology skills and demonstrated ability to interact favorably with faculty, administrators, staff, students and the public.

**General Experience:** The Registration Services Assistant works under the supervision of the Registrar and performs the detailed recording, maintenance and report preparation of student records at the college. The student records function encompasses such areas as: student registration, course and classroom scheduling; recording and archiving student demographic, grade transcript and degree information. Oversee registration of senior citizens, work directly with registering and accepting students, which may include veterans' services.

**Substitution  
Allowed:**

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 to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application  
Instructions:**

Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/humanResources.htm>) and college transcripts (copies are acceptable at the time of application) to:

**Ms. Josephine Agnello-Veley**  
**Director of Human Resources and Labor Relations**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**  
**[CA-HRApplc@capitalcc.edu](mailto:CA-HRApplc@capitalcc.edu)**

**No phone inquiries; please submit only one application package.**  
**Be sure to include the position you are applying for.**

**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.

Capital 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: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelley@Capitalcc.edu](mailto:rkelley@Capitalcc.edu)