



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**CAPITAL COMMUNITY COLLEGE**  
**Welcome Center Assistant Director**  
**Standard Appointment, Tenure Track**  
Full Time, 35 hours a week, CCP 15- 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  
**Job Posting No.** 00089171  
**Hours:** Hours will vary depending on class schedule; 35 hours per week  
**Salary:** \$49,516 approximate annual  
**Closing Date:** Letter of application must be postmarked no later than June 9, 2017

**Eligibility Requirement:** A Bachelor's Degree in Education, Psychology, Human Services or related field. Experience providing student support services in an educational setting, bilingual ability and experience working with diverse populations is desirable.

**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.

**Knowledge, Skills and Abilities:** Under the direction and supervision of the Welcome Center Director, the Assistant Director assists the Director with intake and assessment of student preparedness for college study, site coordination, records management, registration services, and student orientation. The Assistant Director's activities include providing students with information about the college's resources such as the College admissions and financial aid processes, refers students to other College departments as necessary, and provides other direct assistance to students to welcome them to the College environment and help them manage their adjustment to college life.

**Application Instructions:** Send letter of intent, BOR Employment Application (found on the following website: <https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

**Josephine Agnello-Veley, Director of Human Resources**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**

**Email: [CA-HRApplc@capitalcc.edu](mailto:CA-HRApplc@capitalcc.edu)**

**Submit only one application either via email or regular mail/No phone calls please**

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.  
Protected group members are strongly encouraged to apply.**

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: [rkelly@Capitalcc.edu](mailto:rkelly@Capitalcc.edu)