



ANNOUNCEMENT OF POSITION OPENING

ASSISTANT DIRECTOR of ADMISSIONS

(Community College Professional 16)
12-Month Tenure-Track Position

ANTICIPATED

STARTING DATE: January 2010

MINIMUM

QUALIFICATIONS:

Bachelor's degree in Student Services Administration, Public Relations, or a related field, and one year of professional experience in recruitment, office administration, public relations, or student advisement. Experience working with diverse populations and bilingual abilities (Spanish) is desirable.

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has 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 Director of Admissions, the Assistant Director will be responsible for Student recruitment activities; recruitment promotional materials, including communication with local high schools for purposes of student recruitment and enrollment; informing and counseling students regarding careers, transfer, credit by examination and other services; evaluation and processing of transcripts, admission applications documents as well as student admissions counseling, processing of admissions and transfer applications, credit-by-examination credentials and other registration activities and services. The Assistant Director will also have responsibilities in the supervision of staff in the absence of the Director.

MINIMUM SALARY: \$47,778 approximate annual.

TO APPLY: Send letter of intent, resume, transcripts and the names of three references to:

Mr. R. I. Fisher
Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103

APPLICATION

DEADLINE:

Letter of applications must be postmarked no later than **November 20, 2009**.

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