May 10, 2016

ANNOUNCEMENT OF POSITION OPENING

POSITION: ASSISTANT DIRECTOR OF ADMISSIONS
(CCP16, 12-month, tenure track position).

ANTICIPATED STARTING DATE: Summer 2016

MINIMUM QUALIFICATIONS:
Bachelor’s degree together with one to four years of higher education admissions related experience or an equivalent combination of experience and training which would lead to the competencies required for successful performance of the position’s essential duties.

Incumbents are required to have demonstrated skills and abilities in office administration including competence in use of personal computers with word processing and spreadsheet software applications; understanding of undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College’s offerings; knowledge and competence in advising students and applicants regarding academic courses appropriate for their preparation and career goals; ability to meet and interact favorably with students, parents, school officials and others in academic environments; ability to function in a lead or supervisory role; and strong information technology literacy skills.

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.

DESIRED QUALIFICATIONS:
Excellent customer service and computer skills; Managerial/supervisory experience dealing with a wide variety of college constituents; coordination and administration of the Admissions office clerical work flow and data management, including supervision of data entry, filing, report generation and data analysis functions.

PREFERRED QUALIFICATIONS:
Proficiency with the Banner student information software system. Must be proficient in Excel, Access, and have a keen knowledge of data collection, reporting, analysis and integrity.

RESPONSIBILITIES:
Under the supervision of the Director of Enrollment Management, the Assistant Director of Admissions is accountable for the accuracy of all processing services and the reporting thereof; contributing to the enrollment of students meeting the College’s enrollment requirements through effective performance in these essential functional areas: Enrollment administration; Admissions advising; Outreach and student recruitment; Supervising and Leading.

In addition to the accountabilities listed above, the Assistant Director of Admissions is required to carry out the essential duties of: Attendance and participation at convocation and commencement ceremonies; Service on assigned committees and task forces; Attendance and participation at committee, staff, informational and professional meetings. These may involve attendance at evening or weekend events.

STARTING SALARY: $53,774 approximate annual, plus excellent State supported fringe benefits.

TO APPLY:
Submit a cover letter, resume, BOR Application and three (3) letters of reference to:
Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

Electronically submitted packets preferred to LCorbeil@gwcc.commnet.edu
Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE: * Applications must be received or postmarked by 5:00PM on June10, 2016
Resume review will begin on May 31, 2016

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. A BOR application can be found on our website at Application. Visit GCC’s website at www.gatewayct.edu

Continuing Notice of Nondiscrimination
Gateway 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 persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.