July 2, 2015

ANNOUNCEMENT OF POSITION OPENING

POSITION: CONTINUING EDUCATION ASSOCIATE
(XXP-14, 12-month, tenure track position).

ANTICIPATED STARTING DATE: Fall 2015

MINIMUM QUALIFICATIONS: Bachelor’s degree in an appropriately related field together with one to four years of related office administration experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas: Office administration; Registration procedures; Continuing education operations; Effective oral and written communications; Personal computer applications to support office operations.

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: Knowledge of the New Haven and regional business landscape with a sector focus; marketing materials development are desired.

PREFERRED QUALIFICATIONS: Experience with data base management and input to support college processes; proficiency with student information software systems, e.g., Banner are preferred.

RESPONSIBILITIES:
Under the supervision of the Dean of Workforce Development and Continuing Education, the Continuing Education Associate is accountable for contributing to the successful operation of the College’s continuing education programs by effective performance in these essential functional areas: Communication and marketing of continuing education programs; Admissions and Registration; Administrative support; and technological and administrative assistance for the NEASC accreditation process.

In addition to the accountabilities listed above, the Continuing Education Associate 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: $45,787 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 July 31, 2015

*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.