July 2, 2015

**ANNOUNCEMENT OF POSITION OPENING**

**POSITION:**
CONTINUING EDUCATION COORDINATOR  
(CCP-18, 12-month, tenure track position).

**ANTICIPATED STARTING DATE:**
December 2015

**MINIMUM QUALIFICATIONS:**
A Bachelor’s degree in Business or Marketing or an appropriately related field; Two to five years of experience applying those disciplines in a field related to education administration, business or training and development; or a combination of education, training and experience that 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: Training program design in an adult/youth learning environment; Academic and office administration; Marketing, publicity writing or a related field; Information technology literacy skills; Effective oral and written communications.

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:**
Experience developing workforce programming, as well as advising unemployed and underemployed individuals for potential career opportunities. Significant experience with grant development, implementation and monitoring are desired.

**PREFERRED QUALIFICATIONS:**
One year of community college work experience; proficiency with student information software systems, e.g., Banner; significant workforce programming experience with community and corporate partners are preferred.

**RESPONSIBILITIES:**
Under the supervision of the Dean of Workforce Development and Continuing Education, the Continuing Education Coordinator is accountable for administration of the College’s continuing education programs and courses through effective performance in these essential functional areas: Program planning and development; Administrative services; and Publicity and marketing and Program evaluation.

In addition to the accountabilities listed above, the Continuing Education Coordinator 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:**
$63,093 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.**