POSITION: COORDINATOR, PUBLICATION SERVICES (CCP-14, 12-month, tenure track position).

ANTICIPATED STARTING DATE: Spring 2015

MINIMUM QUALIFICATIONS: Bachelor’s degree in Communications, Graphic Arts or a relevant field. Experience with current digital printing and production equipment and software, and graphic design and layout; and strong customer service skills required.

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: Basic text editing and proof reading ability and a strong command of written English. General knowledge of photography and photo editing and archiving. Experience with project management. Degree preferred in Graphic Design or related field.

PREFERRED QUALIFICATIONS: Five years supervisory experience, proficiency with Web CRD implementation and coding, demonstrated experience in retail business operations, inventory management and customer relations.

RESPONSIBILITIES: Under the supervision of the Director of Public Affairs and Marketing, the Publication Services Coordinator provides in-house digital production, printing, graphic design and photographic support services for Gateway Community College (GCC). The incumbent will be a vital member of the Public Relations and Marketing team, performing a variety of routine, professional tasks including, but not limited to, managing print-project workflow, inventory control of printing supplies, archiving digital images, proofing and updating brochures and marketing materials, and interacting with the college community, community partners, and direct mailing houses on a project by project basis. In addition to the accountabilities listed above, the Publication Services 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. The incumbent is expected to maintain currency in the position’s required fields of professional expertise and competencies. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

STARTING SALARY: $44,453 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

Faxed applications will also be accepted. 203-285-2539

APPLICATION DEADLINE: Applications must be received or postmarked by 5:00PM on Monday, October 20, 2014. *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. If faxing your packet; please also send the original via mail or e-mail.

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.

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY

PC:58538