



## **ANNOUNCEMENT OF POSITION OPENING**

**Date Posted: November 19, 2018**

**POSITION:** **Admissions Recruiter/Coordinator (Educational Assistant)**  
**35 hours/week, Special Appointment, Non-Tenure Track**

**SALARY:** \$25.06 per hour (approx.)

**ANTICIPATED  
STARTING DATE:** December 2018

**APPLICATION  
DEADLINE:** Review of applications will continue until the position is filled

**MINIMUM  
QUALIFICATIONS:** Associate's degree in an appropriately related field. Well-honed written and oral communication skills; strong interpersonal skills; a clear understanding of the mission of NCCC and the population we serve. Experience in computer applications is essential. Incumbent performs work in an office setting, but is also required to travel and make presentations to students and high school administrators. Incumbent is required to use personal transportation to attend off-campus events. Graduates of NCCC are encouraged to apply.

**POSITION  
RESPONSIBILITIES:** Under the supervision of the Interim Director of Enrollment Management, the incumbent is required to have contact with College faculty, school administrators and counselors. The incumbent is expected to represent the College in a manner which enhances the College's image in the public.

This position is accountable for contributing to the enrollment goals of the College through effective performance in the following essential functional areas with emphasis on the outreach and student recruitment functions:

- **Recruitment Event Planning:** Creating and managing on-campus recruitment events, including, but not limited to: open house, school group visits, and educational programs
- **Outreach and Student Recruitment:** Serving as a staff participant at such events as college fairs, job fairs, and open house programs; identifying new recruitment venues and initiating contact with College faculty and high school guidance counselors
- **Enrollment Administration:** Reviewing and processing applications for admission, including screening documents for completeness; initiating request for additional information and following-up to accept and register students; responding to questions from students, composing and preparing correspondence to arrange applicant appointments and to provide general admissions information

**TO APPLY:** **To apply, please submit the follow documents electronically:**

- 1) Cover Letter
- 2) Resume
- 3) Typed NCCC/Board of Regents Employment Application, available at:  
<https://www.nwcc.edu/human-resources/employee-forms/>
- 4) Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to [NW-HumanResources@nwcc.edu](mailto:NW-HumanResources@nwcc.edu)

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer. M/F.  
Protected group members are strongly encouraged to apply.