ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
Date Posted: May 6, 2020

POSITION: Director of Enrollment Management (CCP-20)
(Full-Time, 35 hours per week, 12-Month, Tenure-Track Position)

ANTICIPATED STARTING DATE: July 2020

OPEN TO: CSCU Employees

CLOSING DATE: June 6, 2020

MINIMUM QUALIFICATIONS
A Master’s degree in Higher Education or related discipline, together with a minimum of 1 – 3 years’ supervisory experience in College Admissions or Financial Aid management. Excellent interpersonal, oral, and written communication skills. Ability to work effectively with an ethnically and culturally diverse campus community, high school professionals and student population, and community organizations.

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.

RESPONSIBILITIES
The Director of Enrollment Management is accountable for assuring the attraction and enrollment of students to achieve the College’s enrollment goals. This accountability includes: developing and executing recruitment plans and programs to attract students to the College and to promote and enhance the public image of the College; developing relationships with school guidance counselors and administrators as well as with leaders of various civic and community groups; delivering presentations at schools and community organizations; developing or directing the development of informational and promotional literature on educational opportunities at the College. The Director of Enrollment Management is accountable for supervising and assuring the effectiveness of assigned student services such as recruitment, admissions, and financial aid by overseeing those assigned services and by providing effective leadership and direction in those areas. This includes, developing and managing departmental budgets, forecasting revenues, expenses and allocation of resources according to the College’s financial goals and objectives and managing the expenditure of funds within budgetary limits and fiscal goals. This position directs the effectiveness and efficiency of the process of admitting students to the College and collaborates with other offices to enable students to enroll in courses.

MINIMUM SALARY
$79,853 annual approximate, plus excellent state health insurance, retirement and related fringe benefits.

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:
Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check and submit Official Transcripts from each degree-granting institution.

1) Letter of Intent
2) Resume, including names and contact info of three (3) professional references
3) Typed CSCU Employment Application, available at: https://www.nwcc.edu/human-resources/employment-opportunities/
4) Unofficial Transcripts from each Degree-Granting Institutions

You may email your application package to NW-HumanResources@nwcc.edu

NCCC does not discriminate on the basis of race, color, religious creed, age, sex, including pregnancy, sexual harassment and sexual assault, marital status, national origin, ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, workplace hazards to reproductive systems, present or past history of mental disability, intellectual disability, learning disability or physical disability, prior criminal record or any other protected class in its programs and activities. In addition, NCCC does not discriminate against persons on the grounds of political beliefs or veteran status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Director of Student Development, (Title IX and Section 504/ADA Coordinator) NCCC, Park Place East, Winsted, CT 06098, Green Woods Hall, (860) 738-6315, Rgonzalez@nwcc.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

A Member of the Connecticut Community College System
An Equal Opportunity Employer