ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: May 7, 2020

POSITION: Enrollment Services Assistant (CCP-14)
(Full-Time, 35 hours per week, 12-Month, Tenure-Track Position)

ANTICIPATED STARTING DATE: July 2020

OPEN TO: CSCU employees

CLOSING DATE: June 7, 2020

MINIMUM QUALIFICATIONS
A Bachelor’s degree together with experience in Higher Education or records 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, as well as community leaders.

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 Enrollment Services Assistant is accountable for performing systematic processing of applications for admission and review of related materials that lead to sufficient enrollment goals of students in degree and non-degree programs. This accountability includes: reviewing and processing applications for admission; initiating requests for additional required information and taking follow-up action to obtain complete information; meeting with walk-in students and families; responding to questions (via email or phone) on admission requirements and procedures; performing a broad range of administrative support duties to facilitate the admissions and financial aid process; assisting with recruitment events and admissions information sessions. The Enrollment Services Assistant is accountable for compilation and preparation of useful, accurate, and timely student information reports for use by the College’s administration, as well as reviewing, maintaining, and filing of student records to assure accuracy of information.

MINIMUM SALARY
$49,048 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.
Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.