April 11, 2019

ANNOUNCEMENT OF POSITION OPENING

POSITION: ADMISSIONS TRANSFER COORDINATOR
(CCP-16, 12-month, tenure track position).

ANTICIPATED STARTING DATE: July 2019

MINIMUM QUALIFICATIONS: Bachelor’s degree in an appropriate field together with one to four years of related experience, or an equivalent combination of experience and training which would lead to the competencies required for successful performance of the position’s essential duties. Incumbents are required to have demonstrated experience in the following areas: evaluating college transcripts, determining course equivalencies and awarding transfer credit; skills and abilities in office administration including competence in use of personal computers with word processing and spreadsheet software applications; understanding of undergraduate academic enrollment requirements and of undergraduate curricula appropriate to the College’s offerings; knowledge and competence in advising students and applicants regarding academic courses appropriate for their preparation and career goals; ability in advising students regarding their transfer options; ability to meet and interact favorably with students, parents, school officials and others in academic environments; ability to function in a lead or supervisory role; strong information technology literacy skills.

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: Masters Degree in a related field such as counseling, social work or student development. Experience recruiting and advising first generation students, high risk students and students within an urban environment. Ability to communicate and work effectively with an ethnically and culturally diverse campus community, including the demonstrated ability to respond to and work with diverse and varied student populations.

PREFERRED QUALIFICATIONS: Demonstrated Community College Admissions office experience with corresponding academic advising responsibilities. Experience working with the Banner.

RESPONSIBILITIES: Under the supervision of the Director of Enrollment Management or other student enrollment or student services administrator, the Admissions Transfer Coordinator is accountable for contributing to the enrollment of students meeting the College’s enrollment requirements through effective performance in these essential functional areas: Enrollment administration; Admissions transfer in advising; Transfer credit evaluation; Outreach and student recruitment; Supervising or leading the work of support staff.

In addition to the accountabilities listed above, the Admissions Transfer 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. All of these may involve attendance at evening or weekend events.

STARTING SALARY: $53,774 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: Submit a cover letter, resume, BOR Application and three (3) letters of professional reference to:

Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

Electronically submitted packets preferred to Msriois@gwcc.commnet.edu

Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE: The committee may begin review of applications as early as April 18, 2019. Applications must be submitted before the close of business (5:00pm) on Friday, May 10, 2019. Interviewing will commence at scheduled times beginning no earlier than Monday, May 13, 2019. References will not be contacted without authorization from the applicant.

*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.gwcc.commnet.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, 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.