April 11, 2019

ANNOUNCEMENT OF POSITION OPENING

POSITION: ASSISTANT TO THE DEAN OF DEVELOPMENT & COMMUNITY PARTNERSHIPS (CCP-17, 12-month, tenure track position).

ANTICIPATED STARTING DATE: July 2019

MINIMUM QUALIFICATIONS: Bachelor’s degree in an appropriately related field together with two or more years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties. Incumbents are required to have demonstrated substantial knowledge, skills and abilities in the following areas: Business administration; budget and fiscal management; information technology literacy skills; and effective oral and written communications.

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: Experience working in a higher education setting, preferably a Connecticut Community College and/or Connecticut State University and familiarity with BANNER. Working knowledge of development software package DonorPerfect. Experience with entering financial information into accounting software, QuickBooks.

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: Two years of experience preferred in demonstrated knowledge and skills in budget and fiscal management and providing support services in a higher education office setting.

RESPONSIBILITIES: Under the direction of the Dean of Development & Community Partnerships, the Assistant to the Dean provides the support needed to contribute to the effective management of the College’s Development and Community Partnerships programs. The Assistant to the Dean is accountable for providing services in support of the College’s Office of Development and Community Partnerships through effective performance in these essential functional areas: business administration, donor stewardship, assistance with special event planning, budget and fiscal management, information technology literacy skills, office management, and effective oral and written communications. Represents the Office of Development and Community Partnerships in internal and external meetings.

In addition to the accountabilities listed above, the Assistant to the Dean 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: $58,035 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 Msirois@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.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, 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.