June 12, 2019

ANNOUNCEMENT OF POSITION OPENING

POSITION: GATEWAY TO COLLEGE STUDENT RESOURCE SPECIALIST (TWO POSITIONS) (Full-time Educational Assistant CCP-14 12-month, non-tenure track position).

ANTICIPATED STARTING DATE: FALL 2019

MINIMUM QUALIFICATIONS: Bachelor’s degree in Education, Psychology, Social Science, Counseling or related field together with from zero to three 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 functions. The Gateway to College Student Resource Specialist is required to have demonstrated advanced knowledge and abilities in the following areas: student academic advisement and counseling; academic retention activities; effective study skills and learning strategies; active learning and project-based pedagogy; effective communication and problem-solving strategies.

QUALIFICATIONS: 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: Ability to respond to and work with students from a diverse and varied high-risk population; Experience with project-based pedagogy and active learning are desired; worked in a community college and/or high school setting. 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 experience in successfully advising, building positive relationships, motivating and supporting under-prepared and culturally diverse young people; Possess knowledge of current research-based interventions with under-prepared and under-represented students; experience with curriculum development, alignment and integration and outcomes assessment; demonstrated competency in organizing data, maintaining files, and preparing reports.

RESPONSIBILITIES: Under the supervision of the Associate Director of Gateway to College, the Gateway to College Student Resource Specialist is accountable for providing the assistance needed by the Gateway to College students to assist them in attaining academic achievement commensurate with their capabilities through effective performance in these essential functions: Advises students on program requirements; Works collaboratively with faculty and staff to develop strategies for keeping at-risk students in class; Provides support for students experiencing family, personal, or economic crises, which may impact school performance; Develops, facilitates, and delivers classroom instruction on various topics; Develops, implements and maintains marketing, recruitment and retention strategies for Gateway to College; Maintains an active case file on each enrolled student. Travels to required Gateway to College training sessions and/or other Gateway to College locations. Participates in required Gateway to College webinars and conference calls as needed. In addition to the accountabilities listed above, the position 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. These may involve attendance at evening or weekend events. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retention of students.

STARTING SALARY: $47,390 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: Please submit the following as one (1) packet:
- Cover Letter
- Resume, including names and contact info of three (3) professional references
- Typed Board of Regents (BOR) Employment Application, available at: https://www.gatewayct.edu/HR/Jobs at the bottom of the page

Electrically submitted packets preferred to: HR@GatewayCT.edu

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

Or mail to: Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510

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. Please note that due to the large volume of applications received, we are unable to field phone/email inquiries and confirm receipt of completed applications.

APPLICATION DEADLINE: For more information about this position, including a full position description please see our website at: https://www.gatewayct.edu/HR/Jobs

The committee may begin reviewing applications immediately.

Applications must be submitted before the close of business (5:00pm) on Friday, July 12, 2019. References will not be contacted without authorization from the applicant.