

**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSISTANT TO THE DEAN
Full-Time, 12-month, Tenure Track
Projected Start Date – July 2019**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middletown, and MxCC@ Platt Locations
Hours: **35 hours per week**
Salary: \$60,066 - \$64,102
Closing Date: March 11, 2019

Middlesex Community College offers more than 70 degree and certificate programs in a broad range of liberal arts, occupational and career studies at the main campus in Middletown, satellite location in Meriden, and online.

The Assistant to the Dean is new to Middlesex Community College (MxCC) and provides programmatic support to the newly reorganized Academic and Student Affairs division of the College. Reporting to the Dean of Academic and Student Affairs, this position will assist the Dean in leading academic and student support services that best educates, serves and supports all students. This position will support the Dean in encouraging collaboration and communication amongst all faculty and student affairs staff, while promoting MxCC's "One Team" college-wide climate. This position will be key in working with faculty and student affairs staff on results-based initiatives consistent with the college's strategic priorities of fostering innovation in educational technology, community partnerships, marketing, retention, and completion.

Knowledge, Skills and Abilities: This position reports to the Associate Dean of Academic Affairs. The Assistant to the Dean provides the administrative and academic support services needed to contribute to the effective management of the College's academic and certificate programs. Candidates must demonstrate substantial knowledge, skills and abilities in higher education administration, budget and fiscal management; information technology literacy skills; and effective oral and written communications. This includes such skills as organizing data; developing procedural documents; and assisting in the development and execution of education related grant initiatives. Candidates must have proven ability to form and maintain collaborative relationships with College administration, faculty, staff and community organizations. Adept at developing effective communication models to transmit necessary information to optimize the operations of the academic division.

General Experience:

Bachelor's degree in an appropriately related field together with two or more years of related experience.

Special Experience: Preferred experience includes experience in a community college setting; an understanding of the mission of the community college; demonstrated involvement in support of diversity and/or experience working with students of varying backgrounds and abilities. Candidates must possess valid driver's license as in state travel to satellite location and other CSCU events will be required.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, 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.

Working Conditions: Incumbents typically perform their work in office and other campus based settings. Some offsite work in satellite locations and attendance at community and CSCU system based events will be required.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), and three letters of reference to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER;
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, age, religious creed, marital status, national origin, ancestry, genetic information, physical disabilities (including blindness), learning disabilities, intellectual disabilities, past or present history of mental disability, sex, including pregnancy, sexual harassment, sexual assault, transgender status, gender identity or expression, sexual orientation or civil union status, workplace hazards to reproductive systems, veteran status, retaliation for previously opposed discrimination or coercion or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Anastasia Pych, apych@mxcc.edu, 860-343-5751.