Middlesex Community College

JOB OPPORTUNITY

ENROLLMENT SERVICES ASSISTANT – 2 POSITIONS (see schedules below)

Full-Time, 12-month, Tenure Track

Projected Start Date – August 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

Position 1 – Monday through Friday 8:00am to 4:00pm

Position 2 – Monday through Thursday 11:00am to 7:00pm and Friday 8:30am to 4:00pm

Salary: $44,545

Closing Date: August 22, 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 Enrollment Services Assistant supports the enrollment, registration, and records operations of the College. The position’s role is that of assisting students in the enrollment and registration process and performing the detailed tasks of acquiring, maintaining and reporting student information, and where assigned, providing veterans’ services.

Knowledge, Skills and Abilities: Candidates must demonstrate fundamental knowledge, skill and ability in enrollment and records practices in higher education, including enrollment administration, student records, registration, enrollment data collection and reporting and veteran’s services. Candidates must have demonstrated outstanding customer service skills in a higher education environment, along with experience in reviewing and processing applications for admission, which includes screening documents such as transcripts, immigration and veterans’ papers and financial aid requests to evaluate them for completeness for College programs; assessing applicants’ qualifications. Candidates should be experienced in performing and assisting in the collection, examining and recording of required demographic, academic, career and historical information in a higher education setting; reviewing, analyzing and correcting student information in order to assure accuracy in recording such information as student grades, course credits, and academic data needed to perform such services as processing student transcripts. Candidates will participate in the processing of student registrations; and extracting information and producing reports using both computer-based and manual data sources in a range of report types. Candidates must have proven ability to form and, maintain collaborative relationships with College administration, faculty, staff students and the public. Candidates will be required to attend various evening and weekend events. Candidates must possess valid driver’s license as in-State travel to satellite location and CSCU events is required.

General Experience: Associate’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; demonstrated involvement in support of diversity and/or experience working with students of varying backgrounds and abilities; experience with higher education database programs such as Banner and/or Degree Works; highly skilled in Microsoft Office Suite programs and Bilingual English/Spanish.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

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. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Anastasia Pych, Director of Human Resources; apych@mxcc.edu, 860-343-5751.