



Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
1.800.818.5501 toll free
860.343.5800 phone
860.344.7488 fax

**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
ASSOCIATE DEAN OF STUDENT AFFAIRS
Projected Start Date – July 1, 2020**

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

Open To: CT State Colleges and University Employees
Location: Middletown, and MxCC@ Platt Locations
Hours: 40 hours per week
Salary: \$75,969 – \$110,124
Closing Date: January 30, 2020

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 Associate Dean of Student Affairs position reports to the Dean of Academic and Student Affairs and provides leadership for the programs and initiatives housed within the Student Affairs Division, including Accessibility Services, Career Development & Counseling, Orientation, Retention, Student Activities, Student Conduct, Veterans Services and Enrollment Services (admissions and recruiting, registration and records, and financial aid). This position will encourage collaboration and communication amongst all student affairs staff, while promoting MxCC's "One Team" college-wide climate. This position will be key in working with staff on results-based initiatives consistent with the college's strategic priorities of building access and equity at the main campus, satellite location and online; developing a positive campus culture; and improving retention and completion.

Knowledge, Skills and Abilities: Candidates must demonstrate advanced knowledge, skills and abilities in principles, theories and practices of higher education administration specifically related to students. Proven leader with experience developing, implementing and evaluating a student services program in a higher education setting designed to foster the academic achievement of students including Accessibility Services, Career Development & Counseling, Student Activities and Government, Enrollment Services (records, admissions, financial aid, veteran's services and retention) and Student Conduct. Ability to review and/or investigate student issues and grievances, and facilitate the resolution of disciplinary issues in accordance with established policy and/or applicable State or Federal laws. Effective management style with ability to mentor staff from various functional areas within the student affairs division and encourage cross-collaboration in support of student success. Experience overseeing compliance with state and federal laws and regulations related to student services; and analyzing budgets and monitoring expenditures for a multi-faceted student services program, ensuring maximum return on Division resources. Strong information technology literacy skills; effective oral and written communications; ability to work with multiple constituencies in support of a culturally and ethnically diverse workplace, superior organizational and administrative skills; and highly cultivated interpersonal skills.

General Experience: Master's degree in student personnel, counseling, higher education administration, organizational development, or related student services field together with five or more years of professional experience in higher education administration; including at least three years of experience in supervision or management of others.

Special Experience: 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 perform most of their work in offices or classrooms. There is minimal physical exertion required. Incumbents travel to meetings, conferences and to public sites for making presentations, involving travel by automobile. Incumbents are required to be licensed to operate a private passenger automobile. Reasonable accommodation may be made for candidates with physical limitations.

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
Middlesex Community College - Human Resources
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@mccc.edu, 860-343-5751.