



***Job Posting Announcement: 2/14/2018***  
**Educational Asst. - Student Services Assistant - Advising**  
**(Special Appointment/Educational Assistant Position - CCP 14)**  
**(12 month, non-tenure track)**

**STARTING DATE:** April 2018

**POSITION SUMMARY:** The Student Services Assistant - Advising performs the detailed recording, maintenance and report preparation of student records and admissions at QVCC. The position function encompasses such areas as advising, retention, and transfer assistance. This position performs the detailed tasks of various enrollment and advising responsibilities and services.

**QUALIFICATIONS:** Incumbents are required to have a demonstrated fundamental knowledge of student records, admission and registration practices and methods accepted by the higher education field; a demonstrated skill in operating computerized and manual systems for collecting, preserving and reporting data; strong information technology literacy skills; and a demonstrated ability to interact favorably with faculty, administrators, staff, students and public.

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field together with up to two 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.

**RESPONSIBILITIES:** The Student Services Assistant- Advising typically works under the supervision of the Director/Associate Director of Advising. The position does not regularly supervise others but may serve as lead person for assigned student workers in performing routine clerical duties.

The position is expected to have substantial relationships with students, faculty, administrators and staff. The incumbent is expected to have collaborative relationships with academic and student services departments to contribute to retention of students and to represent the College in a positive manner.

Major Accountabilities

The Student Services Assistant-Advising may work in a variety of different student services functions including but not limited to advising, retention, transitional services, career services, records and non-credit. The position is accountable for contributing to the advising of students and works with the advising group of the college. Effective performance in these essential functional areas:

- Advising- retention, transition and transfer;
- Reporting of student information;

In addition to the accountabilities listed above, the Student Services Assistant 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 duties may involve attendance at evening or weekend events.

**MINIMUM SALARY:** \$45,787, plus state benefits

**PROCEDURE:** EMAIL a completed Community College application Applications can be found on the QVCC Human Resources website - <http://qvcc.edu/human-resources/employment-opportunities/> , current résumé, letter of intent,

unofficial college transcripts, and the names, addresses and telephone numbers of three references to:

**Lois Kelley, Human Resources Assistant**

[lkelly@qvcc.commnet.edu](mailto:lkelly@qvcc.commnet.edu)

**APPLICATION DEADLINE: March 8, 2018**

**PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Quinebaug Valley 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 in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, [pmartland@qvcc.edu](mailto:pmartland@qvcc.edu) , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239