



*Job Posting Announcement: 12/3/2018*

## **Community Outreach/Evening Coordinator**

**SALARY LEVEL:                   \$53,774.00, CCP 16**

Quinebaug Valley Community College offers a wide array of two-year degree programs, for-credit certificate programs, and non-credit continuing education courses and programs. Some of these programs and courses are conducted Monday through Thursday evenings at the College's classroom facility at Windham Technical High School in Willimantic, CT. Willimantic and the surrounding towns are an important segment of QVCC's service area. As such, the College conducts a variety of recruitment related outreach activities in the region.

The Community Outreach/Evening Coordinator functions as the administrative person in charge of QVCC's Willimantic classroom facility during its hours of operation, and is also responsible for community outreach activities in the Willimantic area.

The incumbent ensures that the classroom facility is open, available and operating properly during its scheduled hours of operation from 3:00 p.m. to 10:00 p.m. Since other college functions such as Student Services, Registrar and Admissions are not normally available during those hours, the position also provides student assistance in variety of areas including, but not limited to, course advising, and enrollment support. Maintenance and security staff are present during scheduled hours of operation.

The incumbent also performs recruitment and admissions related outreach activities during regular business hours on Fridays and during periods of the year when classes are not in session.

### **Major Accountabilities**

The Community Outreach/Evening Coordinator is accountable for performance in these essential functional areas:

- Facility scheduling and operation;
- Student services;
- Community outreach;
- Emergency management.

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 maintain currency in the position's required fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

## Qualifications

Incumbents are required to have demonstrated substantial knowledge and abilities in the following areas:

- Academic and office administration;
- Student services or related public service;
- Strong information technology literacy skills;
- Effective oral and written communications.

These skills and abilities typically are acquired through a combination of education, training and experience which would include:

- A Bachelors degree in an appropriately related field;
- One to four years of experience applying those disciplines in a field related to adult education administration, business or office administration;
- Or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

For more information about this position, including a full position description please see our website at: <http://qvcc.edu/human-resources/employment-opportunities/>

**APPLICATION DEADLINE: December 18, 2018**

### **APPLICATION PROCEDURE:**

E-mail a completed Community College Application -found at <http://qvcc.edu/human-resources/employment-opportunities/>, a current résumé, cover letter, and unofficial transcript(s) to: **Lois Kelley, Human Resources Assistant - [lkkelley@qvcc.edu](mailto:lkkelley@qvcc.edu)**

### **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