

## **Announcement of Anticipated Position Opening**

**POSITION:** Continuing Education Coordinator (Educational Assistant), Full-Time, non-tenure track

**ANTICIPATED STARTING DATE:** November 2008

**MINIMUM QUALIFICATIONS:** A Bachelors degree in an appropriately related field with a minimum of 2 years experience in a field related to education administration, business or training and development or a combination of education, training and experience that would lead to the competencies required for successful performance of the position duties. Preferred Master's degree with experience in post-secondary education, programming planning and development, information technology literacy and providing student services.

**RESPONSIBILITIES:** Under the supervision of the Associate Dean of Community and Professional Learning (CPL), the Continuing Education Coordinator is responsible for planning, development and day-to-day administration of the following programs: Kids Academy, Job-Focused Training, On-Line Academy, Motorcycle Rider Training and Personal Development courses.

With more than 5700 enrollments in Community and Professional Learning courses and programs, this position serves as a vital member of the division. Essential duties include:

- Oversight of the day-to-day operational and administrative aspects of the area including student advising and problem solving, scheduling classes, assigning adjunct faculty, assessing adjunct faculty effectiveness, developing evaluation tools/methods
- Recruiting, interviewing and recommending adjunct faculty and staff to support programming
- Providing coordination and training to faculty and staff
- Determining and monitoring trends in demand for existing course offerings and potential new programs
- Participating with faculty and administration in planning and developing courses and programs to meet public interest

Please specifically address your experience related to the five items above in your cover letter.

**STARTING SALARY:** **\$56,057 (35 hours per week), plus state benefits**

**APPLICATION PROCEDURE:** 1. Download and complete the application, and along with a current resume and letter of intent, **MAIL** to:

Jennifer Hyatt, Human Resources  
Quinebaug Valley Community College  
742 Upper Maple Street  
Danielson, CT 06239

2. Applicants should also request that credentials, including copies of transcripts and names and telephone numbers of references be sent promptly to Jennifer Hyatt.
3. As soon as applications and credentials have been received and screened, interviews will be arranged with selected applicants.

**APPLICATION DEADLINE:** Applications must be postmarked by September 10, 2008

**QVCC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F.  
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

**INFO AND DOWNLOADS CAN BE FOUND ON QVCC'S WEBSITE: <http://www.qvcc.commnet.edu>**