

# CONNECTICUT COMMUNITY COLLEGES

## OPPORTUNITIES BULLETIN

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POSITION TITLE	MINIMUM QUALIFICATIONS	MINIMUM SALARY	COLLEGE CONTACT	APPLICATION DEADLINE
<b>Assistant Professor (Coordinator of Early Childhood Education)</b> 10 Month, Tenure Track	Master's Degree in Early Childhood Education and four (4) to six (6) years of college teaching experience in an urban setting. Minimum of two (2) years experience teaching preschool age children with at least one (1) year of supervisor experience desirable. Experience or knowledge NAEYC of accreditation of early childhood education program and assessment of student learning are strongly desired.	<b>\$50,019</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Assistant Professor of Nursing</b> 10 Month, Tenure Track	Master's Degree in Nursing, current Connecticut RN Licensure, four (4) years experience in nursing and two (2) years teaching. Community college experience in nursing programs desirable.	<b>\$56,623</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Assistant Director of Admissions</b> 12 Month, Tenure Track	Bachelor's Degree in Student Services Administration, Public Relations, or a related field, and one (1) year of professional experience in recruitment, office administration, public relations, or student advisement. Experience working with diverse populations and bilingual abilities (Spanish) is desirable.	<b>\$47,778</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>

**Our Website: [www.commnet.edu/employment.asp](http://www.commnet.edu/employment.asp)**

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POSITION TITLE	MINIMUM QUALIFICATIONS	MINIMUM SALARY	COLLEGE CONTACT	APPLICATION DEADLINE
<b>Counselor</b> 12 Month, Tenure Track (2 Positions)	Master's Degree in Counseling or related field and two (2) years experience in professional counseling. Supervisory experience and bilingual abilities are desirable.	<b>\$60,789</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Counselor</b> 11 Month, Tenure Track	Master's Degree in Counseling or related field and two (2) experience in professional counseling. Supervisory experience and bilingual abilities are desirable.	<b>\$55,723</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Director of Student Activities</b> 10 Month, Tenure Track	Bachelor's Degree in Student Services Administration, or appropriately related field and one (1) year of experience in a directly related field.	<b>\$42,970</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>

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**11/19/09**

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<b>Information Technology Technician I</b> 12 Month, Tenure Track	Associate's Degree in Computer Science or related technological discipline together with one (1) year of experience in computer system and software installation, repair, maintenance and operation.	<b>\$40,681</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Network Manager</b> 12 Month, Tenure Track	Bachelor's Degree in Computer Science or related technological discipline together with two (2) years of experience in computer system, network and software design, development and implementation.	<b>\$51,564</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>November 20</b>
<b>Information Systems Instructor</b> 10 Month, Tenure Track	Master's of Science Degree in Computer Science, Computer Technology or Management Information Systems with a minimum of 0 to 2 (two) years teaching experience, preferably in a community college setting. Demonstrated instructional experience in computer technology may include: computer programming, computer networking, operating system, database design, and computer applications. Experience and success in distance learning is preferred. Work related experience in the field of Information Systems is highly desired.	<b>\$46,316</b>	Letter of Application, resume, transcripts and three current references to: Jennifer Hobby Human Resources Assistant Middlesex CC 100 Training Hill Road Middletown, CT 06457 or Email: <a href="mailto:jhobby@mxcc.commnet.edu">jhobby@mxcc.commnet.edu</a> or Fax: (860) 343-5870	<b>December 2</b>

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POSITION TITLE	MINIMUM QUALIFICATIONS	MINIMUM SALARY	COLLEGE CONTACT	APPLICATION DEADLINE
<b>Mathematics Instructor Two (2) Positions</b> 10 Month, Tenure Track	Master's of Science (MS) Degree or a Master's of Education (MED) Degree in Mathematics/Mathematics with a minimum of 0 to 2 (two) years of teaching experience, preferably in a community college setting. Experience and success in teaching developmental math is preferred.	<b>\$46,316</b>	Letter of Application, resume, transcripts and three current references to: Jennifer Hobby Human Resources Assistant <b>Middlesex CC</b> 100 Training Hill Road Middletown, CT 06457 or Email: <a href="mailto:jhobby@mxcc.commnet.edu">jhobby@mxcc.commnet.edu</a> or Fax: (860) 343-5870	<b>December 2</b>
<b>Weatherization Associate Project Coordinator</b> (Educational Assistant) Grant-Funded – 2 year Temporary Position	Bachelor's Degree and at least two (2) years experience coordinating grants, projects or programs. Candidates must have experience with multi-partner projects and/or initiatives; have effective oral and written communication abilities, strong organizational and interpersonal skills, and proficiency with Microsoft Office. A demonstrated ability to work with multiple constituencies and ethnically diverse populations are essential. Experience in or knowledge of weatherization, construction and/or energy is preferred.	<b>\$59,871</b>	Letter of Intent, resume, transcripts, and the names of three (3) references to: Angela Hyde <b>Connecticut Community Colleges</b> 61 Woodland Street Hartford, CT 06105  <b>Application must be POSTMARKED no later than DEADLINE.</b>	<b>December 9</b>
<b>Academic Support Coordinator (Tutorial Program)</b> 12 Month, Tenure Track	Master's Degree in Education, Mathematics, English or a closely related field, together with a minimum of one (1) year related experience which includes one (1) year of supervisory experience is required. The Coordinator of the Tutorial Program is required to have demonstrated knowledge and abilities in academic and skills assessment methods; familiarity with physical and learning disabilities; remedial, development and adult education methods and techniques; computer-based instructional technology; tutor scheduling/tracking software; supervision of staff; budget management; and oral and written communication.	<b>\$56,057</b>	Letter of Application, resume, transcripts and the names of three references to: Human Resources Assistant Reference: Coordinator, Academic Support Center <b>Tunxis CC</b> 271 Scott Swamp Road Farmington, CT 06032-3187 or Email: <a href="mailto:tx-hr@txcc.commnet.edu">tx-hr@txcc.commnet.edu</a>  Not necessary to send application via both mail and e-mail – choose one only.  <b>Application materials must be POSTMARKED on or before DEADLINE.</b>	<b>December 14</b>

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<b>Developmental English Instructor</b> 10 Month, Tenure Track (2 Positions)	Master's Degree in English or a related field is required. College teaching experience is preferred. Experience teaching developmental writing and reading in a community college in an urban setting is desirable.	<b>\$46,316</b>	Letter of Intent, current resume, transcripts, and the names of three references to: Mr. R. I. Fisher Director Human Resources <b>Capital CC</b> 950 Main Street Hartford, CT 06103  <b>Applications materials must be POSTMARKED by DEADLINE.</b>	<b>December 15</b>
<b>Educational Assistant (SOAR Initiative Regional Coordinator)</b> Temporary Grant Funded	Bachelor's Degree in a an appropriate field combined with one (1) year of related experience.	<b>\$47,778</b>	Letter of Intent, resume, typed Employment Application, official transcripts from each Degree-Granting Institution, the names and address of three (3) references to: Attn: SOAR Search Committee, T610 <b>Naugatuck Valley CC</b> 750 Chase Parkway Waterbury, CT 06708  For application go to: <a href="http://www.nvcc.commnet.edu/employment-application">www.nvcc.commnet.edu/employment-application</a>	<b>December 15</b>
<b>Business Office Technology Instructor</b> 10 Month, Tenure Track	Master's Degree in Business Education. An understanding of the current state of and direction of office management and administrative support functions in business office environments and in-depth knowledge of MS Office Suite software applications are required. Excellent written and oral communication skills, using technology as a teaching tool, and working knowledge of computer applications related to teaching Administrative Procedures and Keyboarding are essential.	<b>\$43,316</b>	Letter of Intent, BOT Application, resume, transcripts and the three letters of reference to: Human Resources <b>Gateway CC</b> 88 Bassett Road North Haven, CT 06473  For BOT Application Go To: <a href="http://www.gwcc.commnet.edu/contact.aspx?id=1208">http://www.gwcc.commnet.edu/contact.aspx?id=1208</a>  <b>Applications must be SUBMITTED before the close of business (5:00 PM) on DEADLINE. Late applications will not be accepted.</b>	<b>December 17</b>

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POSITION TITLE	MINIMUM QUALIFICATIONS	MINIMUM SALARY	COLLEGE CONTACT	APPLICATION DEADLINE
<b>Developmental English Instructor</b> 10 Month, Tenure Track	Master's Degree in English or related field with 0-2 years of experience teaching college reading and writing courses designed for students whose native language is English preferred.	<b>\$46,316</b>	Letter of Intent, BOT Employment Application, detailed resume and names of three (3) references to: Ginny Della Murra Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854  <b>Application material must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>
<b>Dean of Students</b> 12 Month Management	Master's Degree in student personnel, counseling or related student services field plus six (6) years of experience in the supervision of others required. An earned Doctorate preferred. Extensive knowledge about principle, theories and practices of administration specifically related to students; extensive knowledge of best practices in developing and implementing student services and programs at a community college; academic counseling, student activities and government, veterans affairs, student records, enrollment and retention; expertise in principles and practices of leadership, management and supervision; experience with state and federal laws and regulations related to student services; experience in budget administration for a multi-faceted student services program. Excellent communication and interpersonal skills; ability to foster an environment conducive to innovation and creativity and demonstrated computer literacy are essential.	<b>\$97,751</b>	Letter of Application, a detailed resume, and three (3) letters of recommendation related to this position to: Ginny DellaMura Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854-1655  <b>Applications must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>

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POSITION TITLE	MINIMUM QUALIFICATIONS	MINIMUM SALARY	COLLEGE CONTACT	APPLICATION DEADLINE
<b>Research Specialist</b> 12 Month, Tenure Track	Bachelor's Degree in one (1) of the social sciences, statistics, or closely related field and a minimum of two (2) years of related experience in institutional research and data analysis, research design, statistical techniques, and use of current information technology required. A Master's Degree and experience working with Banner or similar systems, Microsoft Access, SPSS, and Excel preferred. Knowledge of research methodologies and thorough familiarity with techniques for constructing, maintaining and manipulating computerized database is desired.	<b>\$46,316</b>	Letter of Intent, BOT Employment Application, detailed resume and names of three (3) references to: Ginny Della Murra Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854  <b>Application material must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>
<b>Director of Institutional Research</b> 12 Month, Tenure Track	Master's Degree in one (1) of the social sciences, statistics, or related field plus a minimum of two (2) years experience in research are required. Three (3) to five (5) years experience preferred. Experience working in a higher education setting; experience with Banner software; experience using SPSS or similar statistical package; and experience in strategic planning desired. Proficiencies in quantitative data collection, analysis and reporting; database management and spreadsheet development; experience using Microsoft Excel and PowerPoint for presentation and report preparation; and, excellent oral and written communication skills required.	<b>\$60,789</b>	Letter of Intent, BOT Employment Application, detailed resume and names of three (3) references to: Ginny Della Murra Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854  <b>Application material must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>

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<b>Librarian</b> 12 Month, Tenure Track	Master's Degree in Library Science from an ALA accredited institution and one (1) year experience as a professional librarian required. Additional experience as a professional librarian and experience in teaching and leading or supervising others preferred. A strong commitment to public services and information literacy instruction. A demonstrated ability to work collegially and professionally with all levels of staff is required. A demonstrated ability to create web-related resources is required. A demonstrated ability to be effective in verbal, written, and interpersonal communication skills is required. Strong computer and information management skills are required. Knowledge of Microsoft Access and Excel as well as HTML is preferred. A successful candidate must be able work at least one (1) evening per week.	<b>\$56,057</b>	Letter of Intent, BOT Employment Application, detailed resume and names of three (3) references to: Ginny Della Murra Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854  <b>Application material must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>
<b>Mathematics Instructor</b> 10 Month, Tenure Track	Master's Degree in Mathematics with zero to two (0-2) years of college level teaching experience in Mathematics required. Experienced in teaching with the latest computer program and applications as well as graphing calculators preferred.	<b>\$46,316</b>	Letter of Intent, BOT Employment Application, detailed resume and names of three (3) references to: Ginny Della Murra Director of Human Resources <b>Norwalk CC</b> 188 Richards Avenue Norwalk, CT 06854  <b>Application material must be RECEIVED no later than DEADLINE DATE.</b>  Application can be found at: <a href="http://www.ncc.commnet.edu/jobs.asp">http://www.ncc.commnet.edu/jobs.asp</a>	<b>January 4</b>
<b>Horticulture Instructor</b> 10 Month, Tenure Track	Master's Degree in Horticulture Science or a related degree, plus zero to two (0-2) years of college teaching experience.	<b>\$46,316</b>	Letter of Intent, resume, typed Employment Application, official transcripts from each Degree-Granting Institution and three (3) letters of reference to: Dr. Bonnie Simon, Director Mathematics/Science Division <b>Naugatuck Valley CC</b> 750 Chase Parkway Waterbury, CT 06708	<b>January 19</b>

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<b>Dean of Academic Affairs</b> 12 Month, Tenure Track	Master's Degree required. Ph.D/Ed.D preferred, in an academic discipline appropriate to management of learning in a higher education environment together with six (6) years of experience in higher education at least three (3) years of supervisory experience.	<b>\$97,751</b>	Letter of Intent, resume, Statement of Academic Philosophy, typed Employment Application, official transcripts from each Degree-Granting Institution and three (3) letters of reference <b>relevant to this particular job</b> to: Office of the Dean of Administration Attn: Lynn Bernadette <b>Naugatuck Valley CC</b> 750 Chase Parkway Waterbury, CT 06708  For application go to: <a href="http://www.nvcc.commnet.edu/employment-application">www.nvcc.commnet.edu/employment-application</a>  Review of applications will begin mid January 2010.	<b>Until Filled</b>
<b>CREDIT-FREE LECTURERS in</b> Allied Health Training Computer Technology Desktop Publishing Languages <u>Soft-Skills Training</u> Communication Conflict Resolution Leadership Management Motivating & Delegating Starting a Small Business Small Business Accounting	<b>GENERAL QUALIFICATIONS</b> Teaching experience or related work experience required. Please specify availability for day, evening and/or weekend classes. Applicants are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of the position.	Contractual Services vary depending on the services and the credentials required	Letter of Application, detailed resume, three (3) letters of reference to: Continuing Education <b>Three Rivers CC</b> 574 New London Turnpike Norwich, CT 06360-6598	<b>Ongoing</b>
<b>CREDIT-FREE LECTURERS in</b> CAD/CAM Certified Nurses Aid Training Computer Technology Culinary Arts Culture/History Dance, Drama, Music Desktop Publishing Gardening, Health/Fitness Languages Machine Technology/CNC Manufacturing Technology PC Software Applications Writing and Publishing	<b>GENERAL QUALIFICATIONS</b> Teaching experience or related work experience required. Please specify availability for day, evening and/or weekend classes. Applicants are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of the position and to provide appropriate references.	Contractual Services vary depending on the services and the credentials required	Letter of Application, detailed resume, (3) three letters of reference to: Continuing Education, MS #16 <b>Manchester CC</b> PO Box 1046 Great Path Manchester, CT 06045-1046. <b>FOR FURTHER INFO. visit our website at</b> <a href="http://www.mcc.commnet.edu">www.mcc.commnet.edu</a>	<b>Ongoing</b>

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