



# ANNOUNCEMENT OF POSITION OPENING

**Director of Student Activities**  
**Standard Appointment, Tenure Track**  
Full Time, 35 hours a week, CCP 17- 12 month

**MINIMUM  
QUALIFICATIONS:**

A Bachelor's Degree in Higher Education administration or in an appropriately related field together with one to two years of related experience; or a combination of education, experience and training which would lead to the competencies required for the position. Major accountabilities include: (1) program and planning development; (2) service delivery; (3) development and supervision of staff; (4) budget and fiscal management.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the direction and supervision of the Director of Student Services, the Director of Student Activities is responsible for developing, designing and implementing a range of services to promote social, cultural, fitness and recreational needs of students at the college. These services include advising student government and other student organizations; co-curricular activities that enhance students' practical and community service experience; develops students' awareness and appreciation for multi-cultural social conditions and students' leadership skills.

**MINIMUM SALARY:** \$60,066.00

**ANTICIPATED  
STARTING DATE:** January 2020

**TO APPLY:** Send letter of intent, BOR Employment Application (found on the following website: <https://www.capitalcc.edu/wp-content/uploads/2016/10/BOR-Employment-Application.pdf>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

**Josephine Agnello-Veley, Director of Human Resources**  
Capital Community College, 950 Main Street, Hartford, CT 06103  
Email: [CA-HRAplicant@capitalcc.edu](mailto:CA-HRAplicant@capitalcc.edu)

**Submit only one application either via email or regular mail/No phone calls please**

**APPLICATION DEADLINE:** Letter of application must be postmarked no later than **October 16, 2019**.

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.  
Protected group members are strongly encouraged to apply.**

Capital 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. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jason Scappaticci, Title IX and Section 504/ADA Coordinator, Room 212A, Tel. (860) 906-5085 E-mail: [jscappaticci@Capitalcc.edu](mailto:jscappaticci@Capitalcc.edu)