

Position: STUDENT SERVICES SPEC
Vacancy Number: 6090-1600-4300-770
Salary Grade: NG
Salary Range: \$27384 - \$75209
Hiring Range: \$27384 - \$35548
Department: UNIVERSITY SYSTEM
Division: NC CENTRAL UNIVERSITY
Type of Appointment: Perm Full-Time
Location: DURHAM
Posting Date: 01/11/2010
Closing Date: 01/22/2010
Number of Positions: 1

Description of Work

This SPA position is located in the Office Of Admissions.

This position is highly visible both on and off campus and will operate as the Assistant Director for Multicultural Recruitment. This position will be responsible for assisting in the development of programs designed to increase the number of applicants from underrepresented racial and ethnic groups. This position will work closely with admission staff, faculty, administrators, and alumni to plan and oversee admission programs for minority students interested in North Carolina Central University (NCCU). Duties include but are not limited to interviewing prospective students, reviewing college admission applications; maintaining continuous and timely communication such as email/letter/phone correspondence with prospective students; creating reports and generating data to track applicants and other duties as assigned. This position includes travel approximately six to eight weeks during the year representing NCCU, as well as working frequent night and weekend hours during certain times of the year.

Knowledge, Skills and Abilities

Knowledge of Microsoft Office including Excel and knowledge of college admissions, financial aid and/or student services. Must have excellent interpersonal and organizational skills; must demonstrate an outgoing and enthusiastic personality with well-developed written and oral communication skills; and must have proficient internet search skills. Must be able to professionally present information to groups and individuals; must be able to communicate information clearly and concisely; must be able to adapt to changing environments while striving to meet goals; must be able to work effectively independently and as part of a team; must be able to identify and initiate projects; must be able to multitask; must be able to communicate with high school students and parents; must be able to positively represent NCCU in a professional manner and must be able learn and

utilize new technology and software programs. Must have a current valid driver's license.

Training and Experience Requirements

Bachelor's Degree; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

For priority employment/re-employment purposes, this vacancy is treated as a salary grade 65; competency level: contributing.

How to Apply:

To apply for SPA (subject to the State Personnel Act) positions, submit a State of North Carolina Application (PD107) by 5:00 p.m. on the closing date to the address listed on the vacancy announcement. Complete all sections of the application including the position number and job title. A resume is not acceptable in lieu of the application for SPA positions. Degrees must be received from appropriately accredited institutions. Salary offer is based upon education and experience of selected applicant, internal equity considerations and agency budget constraints. We accept applications Monday-Friday, 8:00 a.m. - 5:00 p.m. HR makes all official offers of employment for SPA positions.

To apply for EPA (exempt from the State Personnel Act) Faculty and Non-Faculty positions, submit a letter of interest, curriculum vitae or resume, official college transcripts from appropriately accredited institutions and the names, addresses and telephone numbers of three professional references to the contact person listed on the vacancy announcement. If a closing date is not listed, the position is open until filled.

NCCU, an EEO/AA employer, complies with the Immigration Reform and Control Act of 1986. All new employees must provide original documents verifying identity and employability within the first three (3) days of employment with the University. Accommodations for applicants who qualify under the Americans with Disabilities Act or Section 503 of the Rehabilitation Act of 1973, as amended, are available upon request.

Effective July 1, 2008 final candidates for employment will be subject to criminal and sex offender background checks. Some vacancies will also require credit or motor vehicle checks. A criminal conviction does not in and of itself prevent an applicant from being employed by the University. The nature of some convictions, however, may cause certain positions to be unavailable to the applicant. Failure to completely disclose information about a criminal conviction on an employment application is considered falsification of the employment application and will result in the applicant not being eligible for employment at the University.

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