



## Student Affairs Specialist

- Colby Community College, Colby, KS, United States
- Full-time

### Company Description

Colby Community College is located in northwest Kansas, approximately 50 miles from the Nebraska and Colorado borders. From a humble beginning of 99 students in 1964, CCC now serves more than 2,100 students annually.

In addition to a 57-acre main campus, CCC has a 60-acre farm used as a hands-on laboratory and training facility. The college also accommodates hundreds of off-campus students through face-to-face, online, and hybrid courses.

A number of studies conclude CCC is a solid educational investment. Colby has a strong history of student performance, including the highest graduation rate among all Kansas community colleges.

### Job Description

Colby Community College is accepting applications for a full-time **Student Affairs Specialist**. This position will be responsible for various functions within Student Affairs. The selected applicant must be a self-starter and serve as needed while assisting many departments. Training is provided.

Responsibilities and duties include, but are not limited to:

- Serving as the Veterans Affairs (VA) Coordinator.
- Assisting with the organization and processing of international student documents and helping with international student engagement.
- Providing support for the Outreach Coordinator during enrollment and certifying periods.
- Assisting the Athletic Director with eligibility and certifications.

- Assisting the Registrar with transcript requests and certifying rosters.
- Coordinating with the Admissions office to plan and organize recruiting efforts.
- Other duties as assigned.

#### SALARY

\$36,500-\$38,500, depending on credentials and experience.

Flexible benefits program that includes options for single and family health and dental coverage, life insurance, reimbursement accounts, sick leave, and vacation leave allowances. Participation in the state retirement program is required.

#### APPLICATION

**The priority application deadline is July 7, 2023, with interviews starting immediately.** For full consideration and review of the application, a candidate must submit a cover letter/letter of application, resume, and all postsecondary transcripts (unofficial copy is acceptable) and references to:

Colby Community College  
ATTN: Human Resources  
1255 S. Range  
Colby, KS 67701

Materials may be emailed to [hr\(at\)colbycc.edu](mailto:hr(at)colbycc.edu).

## Qualifications

- Bachelor's degree required.
- Master's degree and experience in post-secondary education is preferred.

## Additional Information

Colby Community College provides equal opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries regarding the non-discrimination policies: Human Resources Office, 1255 South Range Ave., Colby, KS 67701. (785) 460-5406. [hr\(at\)colbycc.edu](mailto:hr(at)colbycc.edu)

Candidates identifying as qualified persons with a disability under the Americans with Disabilities Act and would like to request accommodations should contact Human Resources.

The successful candidate for this position will be subject to a pre-employment background check.

Visa Sponsorship is not available for this position. The candidate must be authorized to work in the United States.