



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE  
JOB OPPORTUNITY  
OFFICE ASSISTANT – PART TIME, 20 HOURS**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE](#)**

- Location:** Financial Aid Office, Green Woods Hall, Park Place East, Winsted, CT
- Hours:** Part-Time, 20 hours per week, Monday-Thursday, 12:00 Noon-5:00 PM; occasional Fridays
- Salary:** CL-13; \$19.59 to \$25.71 per hour, plus benefits; new hires to state service start at the minimum
- Closing Date:** July 6, 2015
- Qualifications:** Applicants Must Meet One of the Following Criteria:
- Be on the State of CT Office Assistant Re-employment/SEBAC list;
  - On a current State of CT Office Assistant candidate list;
  - Currently employed by the State of CT as an Office Assistant; or
  - Currently employed by the State of CT and have previous status as an Office Assistant in the State of CT

**Those candidates appearing on Re-employment/SEBAC lists are given first consideration.**

**Examples of Duties:** Under the supervision of the Director of Financial Aid Services or designee, this incumbent will be responsible for the flow and completion of clerical work at NCCC's Financial Aid Office; independently sets up and maintains all procedures for tracking and filing records in the office; types a variety of materials; maintains records on student financial aid; processes student financial aid forms exercising discretion in choosing appropriate coding; reviews forms for accuracy and completeness; produces and compiles reports needed by the Director; maintains calendar of due dates, meetings and appointments for Director; provides general information to students, parents, college personnel and the public; replies to inquiries from other departments/agencies; solicits additional information as required by phone or letter; schedules and prioritizes work load; maintains office inventory and orders supplies; sorts and date-stamps mail; performs other related duties as required.

**Knowledge, Skill & Ability:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; interpersonal and organizational skills; ability to perform a full range of clerical tasks; possess basic math skills; ability to operate office equipment, including personal computers; familiarity with word processing, spreadsheet, and calendar software; ability to read and interpret complex instructions.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a State of CT Application for Employment (CT-HR-12, available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)), and the names and contact information for three (3) professional references. Application packages will not be considered without these documents. Applications must be received by the closing date in order to be considered for an interview. The final candidate will be required to successfully pass a background check.

**Mail to:**

**Northwestern Connecticut Community College  
Human Resources Office – Office Assistant Position  
Park Place East  
Winsted, CT 06098  
Or email: [NW-HumanResources@nwcc.edu](mailto:NW-HumanResources@nwcc.edu)**

Northwestern Connecticut 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 individual has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator (Phone: 860-738-6315, Email: [RGonzalez@nwcc.edu](mailto:RGonzalez@nwcc.edu)), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.