



# Department of ADMINISTRATIVE SERVICES Job Postings



## Housatonic Community College

### **Educational Assistant (DATA AND REPORTING SPECIALIST)** Full-time Temporary, Grant-Funded Position (Non Tenure-track)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

- Open To:** The Public
- Location:** Housatonic Community College, Bridgeport, CT
- Starting Salary:** \$53,774 approximate annual, plus excellent medical, retirement and related fringe benefits.
- Closing Date:** **Priority will be given to applications received by January 10, 2016;** position will remain open until filled.
- Substitution Allowed:** 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 by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Anticipated Start Date:** January 2016
- Minimum Qualifications:** Bachelor's degree in a related field and 2 or more years of experience in tracking data and reporting. Incumbents are required to have substantial demonstrated knowledge and abilities in the following areas:
- Experience with Banner student enrollment and tracking;
  - Strong skills with Microsoft Office Suite, including Excel and Access;
  - Excellent attention to detail;
  - Strong ability to understand and follow detailed reporting definitions and requirements;
  - Experience with validating data to ensure multiple data sets are correct;
  - Strong verbal and written communication skills; and
  - Good interpersonal skills and ability to work with multiple audiences (students, college programmatic and fiscal and personnel, faculty, workforce boards, employers).

**General Responsibilities:** Under the direction of the Program Director of the Advanced Manufacturing Technology Center, the Data and Reporting Specialist will be responsible for tracking goals, deliverables and participant progress throughout the three-year grant period and work with the Connecticut Advanced Manufacturing Initiative (CAMI) Research Analyst at the Board of Regents for Higher Education Office to establish mechanisms for sustainable reporting in Year 4. The Data and Reporting Specialist will also coordinate special events and Manufacturer's Advisory Council meetings.

**Application Instructions:** Submit a **letter of interest, current resume, completed (typed) [ConnSCU Board of Regents Employment Application](#)**\* to:

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

Human Resources Department  
Educational Assistant (Data and Reporting Specialist) Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (8 PAGES OR LESS)

\*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

§This position is funded by CAMI, a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor. CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

**THIS GRANT-FUNDED POSITION IS SUBJECT TO IMMEDIATE TERMINATION IN THE EVENT OF REDUCTION OR ELIMINATION OF FUNDING.**

**All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.**

Housatonic 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: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.