



## ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

**POSITION:** Part-Time Educational Assistant - Admissions/Registrar Office  
**JOB POSTING #:** EA-1003

**DEADLINE:** Letter of application **must be postmarked no later than September 30, 2015 by 5pm.**

**ANTICIPATED STARTING DATE:** October 2015

### MINIMUM

**QUALIFICATIONS:** An Associates' degree in an appropriately related field or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essentials duties. Demonstrated knowledge and ability to work independently; familiarity with Microsoft Office Programs (i.e. Word, Excel, Access), and CT Community College's Banner system; Admissions/Registrar operations experience, demonstrated computer literacy, dependability, effective oral and written communications skill.

These skills and abilities typically are acquired through a combination of education, training and experience or one to two years of related experience in a college setting; or an equivalent combination of experience and training. An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies.

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 provide appropriate references.

**RESPONSIBILITIES:** Under the supervision of the Registrar and Assistant Registrar, the Educational Assistant is responsible for assisting the Registrar and Assistant Registrar with the following:

- Graduation reporting.
- Assist with degree audits.
- Provide a variety of services at the Registrar/Admissions Transaction Window.
- Retrieve and enter information/data using the Banner system (i.e. transcript request, transcript evaluations).
- Assist supervisor with reporting.
- Perform miscellaneous projects and provide back-up support with other duties as assigned.

This position requires the incumbent to work Tuesday evenings until 7pm and selected Saturdays as required.

**MINIMUM SALARY/COMPENSATION:**

\$24.94 per hour; 15 hours per week

**APPLICATION****PROCEDURE:**

Please reference job posting number **(EA-1003)** on application material. Send letter of intent, resume, transcripts (unofficial acceptable) and the names of three professional references to:

Human Resources Department  
Manchester Community College  
Great Path, MS #2  
P.O. Box 1046  
Manchester, CT 06045-1046

OR via email to: [GenInfoHumanResources@mcc.commnet.edu](mailto:GenInfoHumanResources@mcc.commnet.edu)

**Background Checks**

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

**Continuing Notice of Nondiscrimination**

Manchester 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 intellectual disability, 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: Leah Glende, Manager of Diversity, Inclusion and Staff Development, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, 860-512-3107, or by email at [lglende@manchestercc.edu](mailto:lglende@manchestercc.edu).

**Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.**