

**Capital Community College**  
**Educational Assistant, PL 12**  
**Program Assistant, TAACCCT/NRC Federal Grant**  
Special Appointment, 35 hours a week (full-time), ends 9/30/16

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

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** 35 hours per week

**Salary:** **\$40,681.00 annually**

**Revised Closing Date:** Letter of application must be postmarked no later than **April 15, 2016**.

**General Knowledge,  
Skills and Ability:**

An associate's degree in relevant field with two to five years of experience in office assistance. Proficient in Microsoft Office Suite including Excel and PowerPoint. Experience in Photoshop and graphic design software preferred. Prior experience in a higher education setting or working on federal grants is also preferred. The successful candidate will have experience in collecting student data, assisting with outreach, tracking budgets, communicating with faculty, preparing documents and creating flyers and posters. Must have excellent oral and written communication skills and the ability to work effectively with diverse populations and non-traditional students. Strong customer service skills and attention to detail is crucial.

**General Experience:**

As part of the National Resiliency Consortium grant funded by the Department of Labor, Capital Community College has developed new credit programs in Information Technology, green Construction Management and Architectural Engineering Technology. The Program Assistant will assist with project administration, scheduling meetings and events, assist with outreach, collecting data and communicating with grant partners. The Program Assistant will prepare documents, flyers and correspondence as needed. He/she will work under the supervision the Project Director. Occasional evening and weekend hours may be required.

**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 to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application Instructions:**

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley  
Director of Human Resources and Labor Relations  
Capital Community College  
950 Main Street, Hartford, CT 06103  
Email: [CA-HRApplclicant@capitalcc.edu](mailto:CA-HRApplclicant@capitalcc.edu)

**No phone inquiries; please submit only one application package.**  
**Be sure to include the position you are applying for.**

**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.

Capital 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 person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelly@Capitalcc.edu](mailto:rkelly@Capitalcc.edu)

