

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE ASSISTANT, OFFICE OF THE PRESIDENT
PROFESSIONAL 2
12 MONTH, CONFIDENTIAL POSITION**

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

Open To: The Public

Location: Waterbury

Minimum Salary: \$45,200, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: July 14, 2016

MINIMUM QUALIFICATIONS:

These skills and abilities normally are acquired through a combination of experience and training in a professionally-oriented office setting of at least five years. Bachelor's degree preferred. Bilingual (Spanish) preferred.

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. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Performs skilled, confidential administrative support tasks in the President's office. The Administrative Assistant provides administrative, professional, and confidential assistance as required to ensure the successful operation of the office and the college. Effective areas include: preparation of correspondence and reports; maintenance of schedules for the President; reception; organizing and maintaining confidential records; budget preparation; report preparation; technical assistance; office management and organization; supervision of office staff; communications; coordination of meetings, conferences, etc.; special assignments and projects. Performs other duties as assigned

Application Instructions: Complete position announcement and application instructions are available on the NVCC web site at: [Administrative Assistant, Office of the President Position](#)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act (IRCA).

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.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.