

Manchester Community College
JOB OPPORTUNITY
UNCLASSIFIED / CONFIDENTIAL / ADMINISTRATIVE ASSISTANT
CSCU Professional 2, Full-time, 12 month

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

Open To: Public

Location: Manchester Community College, Manchester, CT

Hours: 8:00 a.m. – 4:30 p.m., 40 hours per week (Monday – Friday)

Salary: \$45,200 – \$52,000

Closing Date: November 5, 2015 (Application must be postmarked by this date)

Position Description: Manages the Manchester Community College (MCC) Foundation Scholarship Program which includes updating the scholarship database; scholarship fund account balances; scholarship activities reports. Acts as personal confidential assistant to the Dean, maintains the Dean's calendar; arranges and coordinates meetings, researches and assembles meeting materials; write agenda for meetings; takes notes and writes minutes of meetings, conferences, etc.; makes travel arrangements and prepares travel and professional development documents. Support the Dean with special event planning and other important events. Prepares documents using computer programs, proofread documents for accuracy, prepare mailings using merging technology between databases and word documents, and prepares business forms with appropriate office equipment. Prepares a variety of letters, acknowledgements and correspondence for own or dean's signature. Sets up and manages filing systems, including complex databases for major donors and related special facts information. Acts as a liaison for the dean with students, employers and other college staff/public; acts as the main contact person between Institutional Advancement and Community Engagement as related to community engagement; handles community inquiries, greets office visitors and acts as receptionist, answers phones, answers program questions for walk-ins, sets appointments and refers to other departments as appropriate. Trouble-shoot for the dean, interpret policies, make decisions and offer suggestions in dean's absence. Sorts, prioritizes and distributes mail; screens correspondence to determine action required and responds to written inquiries. Responsible for arranging and preparing special event plans, budgets, scripts, schedules, printed material and contracts as required; conducts research of possible event sites and resources; serve as liaison with vendors on event-related matter such as manage on-site production; prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc. Track and collect information on staff and faculty involvement in the community; recruit and supervise volunteer staff. Supervision, training and work direction to assigned staff. This includes explaining tasks, assuring that work is completed properly and timely, recording and reporting work hours and conducting or assisting in conducting their performance reviews. Prepares all purchase requisitions, arranges for purchase of all office supplies and products, and maintains accurate records and files related to office transactions. Organizing and maintaining confidential records. Performing specialized functional tasks such as maintaining financial records, spreadsheets and reports and may track expenditures compared to budgets and may perform bookkeeping tasks to account for donations. Performs related duties and functions at the discretion of the dean and the Executive Director of the MCC Foundation.

Minimum Qualifications: Associate degree in Business Administration or related field. Experience in office management and providing administrative support to an executive level administrator. Excellent computer skills. Strong ability to organize data in a fast paced giving environment. Demonstrated ability to meet personally with a variety of people as a representative of the College and Foundation Board; demonstrated ability to oversee or direct the work of office staff; strong organizational skills. Excellent oral, written, communications and interpersonal skills, ability to work independently and perform administrative functions. A demonstrated understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are essential. 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. Exceptions to the degree requirements may be made for compelling reasons.

APPLICATION PROCEDURE: Applications will be accepted only via U.S. mail or hand delivery only.

Please reference job posting number (#FT-106) Unclassified / Confidential Administrative Assistant on application material. Application Deadline is **November 5, 2015**. Send letter of intent, resume, transcript (unofficial acceptable) and the names of three professional references to:

Job Posting **No. FT-106**
Human Resources, MS#2
Manchester Community College
P.O. Box 1046
Manchester, CT 06045-1046

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

Applications will be accepted only via U.S. mail or hand delivery only.
Human Resources - (Job posting no. FT-106) Unclassified / Confidential Administrative Assistant
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

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.