



**CONNECTICUT STATE COLLEGES AND UNIVERSITIES  
JOB ANNOUNCEMENT  
November 3, 2016**

**ADMINISTRATIVE ASSISTANT**

TO THE PROVOST / SENIOR VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

Open To: The Public  
Location: 61 Woodland Street, Hartford, CT  
Hours: Full-Time, 40 hours/week  
Salary: Commensurate with work experience and training  
Closing Date: November 28, 2016

The Connecticut State Colleges and Universities System Office (CSCU) is seeking an unclassified Administrative Assistant to perform confidential administrative support to the Provost / Senior Vice President for Academic and Student Affairs. This position also supports certain needs of the System Office Academic Department which provides programmatic support, oversight, and coordination functions to the 17 colleges and universities within CSCU.

**POSITION SUMMARY:**

This position is distinguished from administrative support classes in the State's classified system by virtue of the highly independent, technical, complex and professional level of assigned duties. The successful candidate must be professional, dependable, have the desire to learn and be part of a team, meet deadlines, be prepared to work flexible hours, as well as have a high level of organizational, communication, and leadership skills.

**REPRESENTATIVE DUTIES:**

- Provide key support to the Board of Regents' Academic & Student Affairs Committee. Responsible for organizing and mailing materials. Manage a significant volume of agendas and materials, and keep appropriate Regents well informed.
- Record and prepare meeting minutes to accurately and succinctly document the actions of the Academic & Student Affairs Committee or functional work group meetings. Distribute and post minutes online as required.
- Perform reception duties which may involve screening visitors and telephone callers to determine the nature and urgency of matters and who best to direct the issue for appropriate response. The incumbent is required to represent the Academic Department in a highly courteous, professional and tactful manner.
- Organize and maintain confidential records.
- Order supplies and process procurements as needed, track departmental budget expenditures, and handle travel arrangements and reimbursements as may be required. This may involve light enterprise resource planning (ERP) software skills, or the ability to be trained in Banner - the System's ERP system.
- Distribute departmental mail.
- May provide functional direction to office staff of a lower level or to student workers.
- May assist with special projects and perform related duties as required.

**MINIMUM QUALIFICATIONS:**

A minimum of three (3) to five (5) years of administrative support to a manager at the level of director or above is required. College training in the field of administrative office procedures may be substituted for experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Considerable knowledge of office administration and strong organizational skills to maintain an orderly and efficient office operation; strong knowledge of Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat Pro; considerable knowledge of proper grammar, punctuation and spelling; demonstrated ability to produce high

quality, accurate typed correspondence and reports; strong interpersonal skills; and demonstrated ability to meet personally with a wide variety of people as a professional representative of the organization.

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.

Must be able to work flexible hours on occasion to help meet deadlines or prepare for meetings.

**PREFERRED QUALIFICATIONS:**

Masters of Business Administration (MBA) or Masters of Public Administration (MPA). Two (2) years of the above-referenced administrative support being in the area of academic affairs or higher education administration. Experience using Banner software. Administrative support experience at the executive level.

**APPLICATION PROCEDURE:**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received no later than **November 28, 2016**. Please reference “**Search #17-014**” on the subject line of all emails. Please submit the following **two (2) attachments** with your email:

- (1) CSCU Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Your cover letter, resume, and contact information for three professional references **combined into a single Word or PDF file**.

Incomplete or late application packages received after the deadline may be discarded.

Refer to [www.ct.edu](http://www.ct.edu) for more information about CSCU and our 17 institutions.

**Notice of Nondiscrimination:**

The Connecticut State Colleges and University System 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, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860) 512-3107 or by email at [glendel@ct.edu](mailto:glendel@ct.edu).

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