

ASNUNTUCK COMMUNITY COLLEGE

EMPLOYMENT OPPORTUNITY

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

OPEN TO: **Candidates on a current examination list.**

DATE OF POSTING: March 5, 2012

POSITION: ADMINISTRATIVE ASSISTANT (full-time, 40 hours per week: M-TH 9:30 am – 6:00 pm; F 8:30 am – 5:00 pm, with ½ hour lunch)

DEPARTMENT: Dean of Academic Affairs

ANNUAL SALARY: \$49,357 - \$63,871 approximate annual

CLOSING DATE: March 16, 2012

Eligibility Requirements: **Candidates must be on the current Administrative Assistant exam certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES:

Providing administrative office management services to fully support the Dean of Academic Affairs and the Academic Affairs Division.

Assisting the Dean of Academic Affairs with handling internal and external inquiries and taking appropriate action on behalf of ACC by interpreting established policies and procedures. Screening personal contacts, telephone and mail inquiries (including e-mail) and independently taking action to provide information or services requested.

Assisting the Dean of Academic Affairs with various phases of budget preparation for the office including personnel, operating supplies and equipment forecasts. Preparing and authorizing purchase requisitions in compliance with the approved budget plan and monitoring the budget by reconciling monthly encumbrance/expenditure report.

Independently arranging and coordinating appointments, meetings, and conferences for the Dean of Academic Affairs both oncampus and outside of the College. Trouble-shooting and frequently resolving complex and delicate issues, relieving the Dean of further action.

Researching and assembling information and data from ACC source and preparing statistical and/or narrative reports; assisting with the preparation of accreditation reports, departmental annual reports, etc.

Developing effective office procedures to expedite the smooth and effective operation of the Dean of Academic Affairs office.

Other duties as assigned by the Dean of Academic Affairs.

MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skill and Ability: Have considerable knowledge of office administration (budgeting, personnel administration, purchasing, etc.) and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software (familiarity with Banner system or other student information system a plus); ability to take notes (shorthand, speedwriting or other method acceptable to manager).

EXPERIENCE AND TRAINING:

General Experience: Four (4) years experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (**JOB CODE: AA**) and a completed state application (CT-HR-12 – available at www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf).

Submit via mail to: Asnuntuck Community College Human Resources, 170 Elm St., Enfield, CT 06082

Fax to (860) 253-3069 or

E-mail AS-AcademicAffairs-HR@acc.commnet.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.