

Asnuntuck Community College  
ANTICIPATED JOB OPPORTUNITY  
Administrative Assistant – Student Services



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

**Open To:** Candidates on a current examination list.  
**Location:** Asnuntuck Community College  
**Job Posting No:** ADM-ASST  
**Hours:** Full-time, 40 hours per week  
**Salary:** \$49,357 - \$63,871 annualized  
**Closing Date:** June 22, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:**

Considerable knowledge of office administration 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 Microsoft Office Suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

**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.

**Substitution Allowed:**

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Special Requirement:** Assist and administratively support the Dean of Student Services in the management and supervision of the Department's operations. Provide administrative and secretarial support to the Dean. Act as a personal secretary for the Dean: arrange and coordinate meetings; research, assemble and coordinate meeting materials; record proceedings at meetings or conferences. Independently process correspondences and/or reports for own or Dean's signature, initiating appropriate action. Design office filing systems; organize and maintain files, including confidential files; update and review manuals and reference materials. Experience with Banner software desirable. Other related duties as assigned.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12) to:

Asnuntuck Community College  
Human Resources Office  
170 Elm Street, Enfield, CT 06082

FAX NUMBER: 860-253-3069 E-MAIL ADDRESS: AS-StudentServices-HR@acc.commnet.edu

**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.