

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY**

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

POSITION: Assistant to the Director

OPEN TO: The Public

DEPARTMENT: Student Financial Services

DATE POSITION AVAILABLE: ASAP

SALARY: \$39,681 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: October 12, 2012

CLOSING DATE: November 2, 2012

JOB POSTING #: 00087456

LOCATION: Danbury, Connecticut

The Assistant to the Director helps the Director in the operation of the Office of Student Financial Services, including the processing and awarding of federal, state, and institutional funds. Additional responsibilities include assisting with implementing policy and procedures, coordinating deferments of tuition, fees, and room and board, and coordinating student employment programs.

Minimum Qualifications: Bachelor's Degree is required as is two years of student affairs office experience, preferably in a financial aid office. Excellent customer service, analytic, and organizational skills are also required. Demonstrated ability to relate to students, parents, and college staff and to handle complex information is required. Proficiency using computer technology in an educational or business environment is required as are strong organizational skills. As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Minimum Starting salary: \$39,681 plus comprehensive benefit package. Additional information can be found on our website at www.wcsu.edu/hr/benefits. Once on this website select the Administrative Faculty employment group.

Application Process: Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received no later than **Friday, November 2, 2012**. WCSU is an AA EO Educator/Employer.

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.