

**Office of Financial and Academic Affairs for Higher Education
Job Opportunity**

Trainee (Target Class: Associate) Academic Affairs

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

Open To: The Public
Minimum Starting Salary: \$40,373
Closing Date: June 18, 2012

The Office of Financial and Academic Affairs for Higher Education is seeking a highly motivated individual to work on the approval of post-secondary occupational schools, hospital-based occupational schools and veterans programs to operate in Connecticut. This position performs a key function of the Office of Financial and Academic Affairs for Higher Education which is to provide consumer protection for students and others considering enrolling in these schools.

General Information:

The Trainee Associate will serve as a project officer for occupational schools, conducting initial and renewal visits and updating school authorizations based on the application of Connecticut General Statutes and Regulations of State Agencies. For veterans program approval, the work includes approval of institutions and programs as required under the Federal Code of Regulations, conducting compliance surveys, handling denial of benefits, assisting institutions and outreach events to veterans. The position requires travel. The hours of work are scheduled between 8:00 a.m. and 5:30 p.m.

Qualifications and Requirements:

Minimum Qualifications: Bachelor's degree with demonstration of significant analytical abilities, conduct evaluations and report preparation. Candidates must have experience in understanding and applying state and federal laws, statutes and regulations; be computer literate, including the ability to develop and manage databases; and possess strong written and oral communication skills.

Preferred Qualifications: Master's degree, knowledge of veterans programs and approval process; veteran's status, minimum of three (3) years experience in higher/post-secondary education; broad knowledge of institutional practices and procedures, including finances and student financial aid programs.

Personal Attributes:

The candidate will possess strong interpersonal and time-management skills, ability to communicate and manage multiple projects. Strong problem-solving skills and ability to exercise sound judgment and make decisions based on accurate and timely analyses of statutes and regulations. High level of integrity, dependability and results-orientation.

Length of Training Program:

The length of the training program will be one (1) year. Target class is Associate.

Application Instructions:

Interested candidates should send information including a letter describing their interest in and qualifications for the position, a resume and contact information, including email addresses and telephone numbers for three (3) professional references. **All materials must be received by June 18, 2012.**

Lisa Negro
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Office of Financial and Academic Affairs for Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.