



**STATE OF CONNECTICUT
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB ANNOUNCEMENT
December 9, 2013**

**ADMINISTRATIVE ASSISTANT
IN HUMAN RESOURCES
(unclassified, confidential professional position)**

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Full-Time, 40 hours/week
Salary Group/Class: MC SG33 (starting salary at \$55,859)
Closing Date: December 20, 2013

The Board of Regents for Higher Education is seeking an unclassified Administrative Assistant to perform confidential administrative support to the Vice President for Human Resources and the Director of Employee and Labor Relations to contribute to the effective and efficient operation of the Human Resources Department for the System Office of the Connecticut State Colleges and Universities (ConnSCU). This department provides HR services to the System Office and provides oversight and coordination functions for the 17 colleges and state universities within ConnSCU.

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, as well as have a high level of organizational, communication, and leadership skills.

REPRESENTATIVE DUTIES:

- Preparation of correspondence and reports. Correspondence is frequently of a confidential or sensitive nature and is expected to be of a quality which represents the office in a favorable way. Report preparation may involve obtaining and compiling data from existing sources or by running queries on the HR system (CoreCT/PeopleSoft).
- Maintenance of schedules for the managers to whom assigned. This involves such steps as setting regular meeting schedules, arranging for individual meetings with the managers and making all meeting arrangements as well as preparing and sending meeting notices. The task may also involve preparation of meeting agendas and packets of meeting materials.
- Record and prepare the minutes of meetings to accurately and succinctly document action of a Board committee or functional work group meeting.

- Reception. This may involve screening in-person visitors and telephone callers to determine the nature and urgency of matters and whether the managers should be the ones to respond or if the matters should be referred elsewhere or if the incumbent is best able to respond. The incumbent is required to represent the HR Department in a highly courteous and tactful manner, thus conveying the professionalism of the office.
- Organize and maintain confidential records, such as personnel, grievance and legal files.
- Perform specialized human resources tasks. Assist in recruiting tasks which may include drafting standard recruiting announcements, postings and advertisements, administering the advertising and pre-employment background investigation processes, maintaining grievance logs, etc.
- Order supplies and process purchases as needed, track budget expenditures for the department, and handle travel arrangements and reimbursements as may be required for the managers.
- 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 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 the 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); considerable knowledge of proper grammar, punctuation and spelling; demonstrated ability to produce high quality, accurate typed correspondence, reports and spreadsheets; considerable 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.

PREFERRED QUALIFICATIONS:

Two (2) years of the above referenced administrative support being in the area of human resources or higher education. Experience using PeopleSoft (Core-CT) and/or SCT Banner software.

APPLICATION PROCEDURE:

Submit a cover letter, detailed resume, BOR Employment Application, and names and contact information of three professional references to:

Board of Regents for Higher Education
ATTN: HR Administrative Assistant Position
Human Resources Department
61 Woodland Street
Hartford, CT 06105
jobs@ct.edu

Application materials must be postmarked or submitted on or before December 20, 2013. Incomplete or late application packages received after the deadline may be discarded. A BOR employment application can be found on our website at: <http://www.ct.edu/files/pdfs/Employment-Application.doc>

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.