

**HUMAN RESOURCES
ADMINISTRATIVE OPERATIONS ASSISTANT**

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

Open To: The Public
Location: Central Connecticut State University
Job Posting No: C12-066
Hours: 7:30 AM to 4:30 PM
Salary: \$45,426 Minimum
Closing Date: February 3, 2012

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities:

Central Connecticut State University is seeking an energetic professional to assist in a broad range of human resources functions. Responsibilities will include responding to questions from employees, students, and the public; processing a variety of forms; data entry; compiling data and reports; and personnel records management and retention. This position is an unclassified confidential position.

General Experience (Required Qualifications):

- At least two years' experience as a human resource generalist;
- Demonstrated ability to understand and interpret contracts, policies and procedures;
- Excellent computer and organizational skills;
- Attention to detail and problem solving ability; and,
- Excellent interpersonal skills.

Special Requirement (Preferred Qualifications):

- Experience working in a unionized environment in public sector human resources;
- Experience working with database management and Microsoft Office Suite.

Substitution Allowed:

Equivalent combination of training and experience may be considered.

Working Conditions:

Excellent fringe benefits, including tuition waiver for employee and eligible dependents.

Application Instructions: For full consideration, applications must be received by close of business **Friday, February 3, 2012**. For more information and application instructions, please go to our website at www.ccsu.edu/Jobs.

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.