

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**PROGRAM ASSISTANT
CENTER FOR PUBLIC POLICY
INSTITUTE FOR MUNICIPAL & REGIONAL POLICY**

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: C12-075
Hours: 8:30 AM to 4:30 PM
Salary: \$39,681 - \$68,629
Closing Date: May 24, 2012

The Center for Public Policy & Social Research's Institute for Municipal & Regional Policy (IMRP) is seeking a Program Assistant to assist in planning, organizing, coordinating and providing direct services, research and program activities for the IMRP.

Required Qualifications: Bachelor's degree; two years experience coordinating programs and/or events; strong organizational skills, including the ability to schedule and prioritize office workflow required; demonstrated ability to work with word processing and standard business software, and effective interpersonal and written communication skills *required*.

Preferred Qualifications: Demonstrated experience working in a university, agency or community organization in a team environment on state level public policy and research projects *preferred*. Credentials and/or experience substantially comparable to the above may also be considered.

Application & Appointment: Applications must be received by **May 24, 2012**. To apply, please visit CCSU's Job Opportunities website (www.ccsu.edu/jobs).

For additional information, contact Amjad Khan at Khan_am@ccsu.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.