

**CAPITAL COMMUNITY COLLEGE**  
**Continuing Education Assistant, CCP 16**  
**Full Time, 12 Month, Tenure-Track**

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

**Open To:** The Public

**Location:** 950 Main Street, Hartford, CT 06103

**Hours:** 35 hours a week; evening and weekend work will be required

**Salary:** \$50,687.00 approximate annual.

**Closing Date:** Application must be postmarked no later than May 2, 2014.

**General Knowledge, Skills and Ability:** Bachelor's degree in an appropriately related field together with one to four years of related office administration experience or a combination of education, training and experience. The successful candidate will have demonstrated knowledge, skills and abilities in the areas of (1) office administration, (2) registration procedures, (3) continuing education operations, (4) personal computer applications in office operations, (4) effective oral and written communication skills.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**General Experience:** As part of the Continuing Education Division, the continuing education assistant will work under the Dean of Continuing Education and may lead student workers or others in administrative tasks. The incumbent will be accountable for providing information to the public about the College's continuing education programs through the preparation of marketing materials, developing and maintaining mailing lists, overseeing mailings of marketing materials, receiving and responding to telephone, personal and written request that relate to the division programs. The incumbent will be responsible for contributing to the overall efficient and accurate registration of continuing education students such as preparing and maintaining student and class lists and records as well as preparing course CEU and other documents and records. Responsible for marketing and sales generation to achieve College/Division established revenue and enrollment goals. The incumbent will also provide a variety of administrative support such as preparation of course materials, develop, schedule, implement and evaluate continuing education offerings; recruit, interview and recommend program instructors; schedule and arrange classroom facilities; prepare documents and purchase orders and maintain program records and reports of revenues and expenses. Weekend and evening hours will be required.

**Application Instructions:** Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ct.edu/hr/employment>) and college transcripts to:

**Ms. Josephine Agnello-Veley**  
**Director of Human Resources and Labor Relations**  
**Capital Community College**  
**950 Main Street, Hartford, CT 06103**  
**CA-HRApplclicant@capitalcc.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.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133  
E-mail: [rkelley@Capitalcc.edu](mailto:rkelley@Capitalcc.edu)