

**CENTRAL CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
OFFICE ASSISTANT**

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

**Open To:** State Employees / Candidates on a current Office Assistant exam list (see Eligibility Requirements)

**Location:** Recruitment and Admissions

**Job Posting No:** C14-082

**Hours:** Monday through Friday - 40 hours per week

**Salary:** \$38,552 to \$50,582 Annually

**Closing Date:** May 28, 2014

The Recruitment and Admissions Department is a very active and energetic department. The Office Assistant is responsible for a full range of support duties and will have direct contact with students, faculty, and staff. Must have the desire to learn and be part of a team, and possess a high level of organizational and communication skills. Experience with Microsoft Office, Banner, and imaging is preferred.

**Eligibility Requirements:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification.

**Knowledge, Skills and Abilities:** Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**General Experience:** Two (2) years' general clerical work experience.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C14-082); **2)** a completed State application (**CT-HR-12 – available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by May 28, 2014. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources  
Davidson Hall – Room 119  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups women, veterans and persons with disabilities are invited and encouraged to apply.