

CHARTER OAK STATE COLLEGE  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT  
CHARTER OAK STATE COLLEGE

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

**Open To:** The Public  
**Location:** Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053  
**Salary:** \$58,500 Minimum  
**Closing Date:** June 20, 2011

**Knowledge, Skills and Abilities:** The Administrative Assistant to the President reports directly to and works under the direction of the President providing him/her with administrative, managerial, professional, and confidential secretarial assistance as required by the President to ensure the successful operation of his/her office.

**Special Knowledge:** Demonstrated ability to make sound decisions and judgments having consideration for the high visibility and importance of the chief executive; demonstrated ability to organize and operate a complex office.

**Examples of Duties:** Reports directly to and works under the direction of the President providing him/her with administrative, managerial, and professional and confidential secretarial assistance as required by the President to ensure the successful operation of his/her office. Coordinates, arranges, and compiles materials related to Board meetings (BSAA and Foundation). Receives and analyzes correspondence and inquiries and initiates appropriate action such as directing the requests to appropriate administrators, preparing routine correspondence, and responding to routine inquiries. Schedules meetings and conferences as required; makes travel arrangements, prepares agendas, develops meeting notes and assists in the preparation of materials and reports. Assists the President in the coordination of special events or programs, provides technical assistance in researching special information, compiles data, and develops schedules of due dates.

**Preferred Experience:** These skills and abilities would be acquired through a combination of experience and training in administrative support services in an office with high confidential and quality standards, together with specialized education and training in administration for a total of at least five years. Postsecondary education is preferred for relating well to the academic environment. Demonstrated ability to perform advanced level word processing, dictation, report development and correspondence composition in conditions of strictest confidentiality.

**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 a cover letter and resume at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment). No phone calls please.

**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.