

**WESTERN CONNECTICUT STATE UNIVERSITY**

**EMPLOYMENT OPPORTUNITY**

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

**POSITION:** Clerk Typist (Part Time – 10 months/year)

**OPEN TO:** Public

**DEPARTMENT:** Dean's Office School of Professional Studies

**DATE POSITION AVAILABLE:** ASAP

**SALARY:** \$16.08 per hour

**WORK HOURS:** Monday – Thursday  
10:00 a.m. – 2:00 p.m.  
& Friday – 10:00 a.m. 1:00 p.m.

**DATE POSTED:** October 26, 2011

**CLOSING DATE:** November 4, 2011

**JOB POSTING #:** 056228

**LOCATION:** Danbury, Connecticut

This position will be responsible for a full range of office support duties for the Dean's Office. These duties include: distributing mail, bulk mailings, copying, and filing, word processing, answering telephones, producing general correspondence, and providing information to students. Familiarity with Word and Excel are preferred. This position reports to the Dean's Administrative Assistant. This position is part-time and will work 19 hours per week, 10 months per year.

**MINIMUM QUALIFICATIONS REQUIRED:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of material; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**GENERAL EXPERIENCE:** Six (6) months as a Typist or its equivalent.

**SUBSTITUTION ALLOWED:** Graduation from high school with coursework in typing.

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

**APPLICATION INSTRUCTIONS:**

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

**Ms. Peggy Boyle, Associate in Human Resources**  
WCSU  
181 White Street  
Danbury, CT 06810

**or electronically to: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Applications must be received no later than November 4, 2011.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut 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/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.