

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
ASSISTANT TO THE PROVOST AND TO THE ACADEMIC DEAN
AND COMMENCEMENT COORDINATOR

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

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Salary: \$58,425

Closing Date: September 5, 2014

General Knowledge: Provides administrative support to Provost and Academic Dean; Coordinates annual commencement ceremony, including caps and gowns, invitations, program and photos; Manages all travel arrangements and reimbursements; arranges faculty meetings, takes minutes and maintains faculty database, maintains database of approved academic policies; manages the Concentration Plan of Study process, including faculty payroll; schedules meetings for the Provost and Academic Dean; Assists the Registrar in developing the College catalog.

Special Knowledge: Competency in computer applications, spreadsheets, desktop publishing and graphics software and understands the requirements associated with handling confidential information.

Position Summary: The Assistant to the Provost is responsible for providing administrative support to the Provost and Academic Dean, the coordination of the annual commencement ceremony, assisting the Academic Dean in coordinating the faculty review of student concentrations, the maintenance of faculty records and coordination of faculty meetings, the development of publications for Academic Affairs, and editing, producing and distributing the UPDATE newsletter. S/he understands the requirements associated with handling confidential information.

Special Experience: Three (3) years of relevant experience in higher education and/or publications; experience with administrative detail; competency in computer applications, spreadsheets, desktop publishing and graphics software; understands the requirements associated with handling confidential information.

Substitution Allowed: These qualifications may be waived for individuals with appropriate alternate experience.

Eligibility Requirement:

Bachelor's degree and a minimum of three (3) years of relevant experience in higher education and/or publications; experience with administrative detail; good written and oral communication skills; and competency in computer applications, spreadsheets, desktop publishing and graphics software. These qualifications may be waived for individuals with appropriate alternate experience.

Apply: Apply with cover letter and resume by September 5, 2014 at 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.