

CAPITAL COMMUNITY COLLEGE
CC Educational Assistant
(Health and Life Sciences Grant Coordinator and Curriculum Designer/Innovator)
12 Month, Full Time, Non Tenure Track, Renewable for the Duration of the Grant

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: Full-time, 35 hours per week

Salary: \$53,111.00

Closing Date: Letter of application must be postmarked no later than **December 31, 2012.**

General Knowledge Skills and Ability:

Master's degree in Life or Health Science is required. Two years as a faculty member or administrator in higher education preferred. Prior experience with curriculum design and development, current science and/or health care teaching standards and laboratory/educational technology is required. The successful candidate will have demonstrated ability to work with multiple constituencies and to collaborate with faculty. Strong technology and communication skills are essential. An understanding of the mission of the community college and experience working with community college students of varying abilities is highly

General Experience:

Under the supervision of the Dean of Academic Affairs, the Grant Coordinator/Curriculum Innovator will: (1.) Serve as Capital's grant liaison to the consortium of colleges participating in the Connecticut Health and Life Sciences Career Initiative funded by the U.S. DOL. (2.) Work with faculty to develop on-line and on-site health and life sciences certificates and Associate degrees fully articulated with four year degrees at the Connecticut State Colleges and Universities. (3.) As part of the curriculum development process, coordinate groups of faculty, employers and workforce development professionals to align the competency based curriculum with industry credentials. (4.) Participate in the development of math and science "boosters" for students in the programs. (5.) Collaborate with grant team members charged with recruiting students and assessing their prior learning experiences for collegiate credit. (6.) Assess outcomes working with the Institutional Research Office, prepare required grant reports, oversee the budget and supervise the Program Assistant. (7.) Perform other duties as assigned. The incumbent will be required to meet with the consortium members on a regular basis and must have transportation to attend meetings within the state.

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.

Application Instructions: Send letter of intent, resume, names and address of three reference and college transcripts to:

Ms. Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
[**CA-HRApplc@capitalcc.edu**](mailto:CA-HRApplc@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.