

CAPITAL COMMUNITY COLLEGE

CC Educational Assistant

(Health and Life Sciences Grant Program Assistant)

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: \$37,229 approximate annual

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

General Knowledge Skills and Ability:

Associate degree in Office Management or Technology or field with comparable skill sets is required along with demonstrated proficiency in the use of Microsoft Office suite including Access and Excel. The successful candidate will have experience in tracking budgets, collecting student data, and preparing documents. Must have excellent organizational skills and be able to communicate effectively with students, faculty, employers and workforce development professionals.

General Experience:

As part of a Health and Life Sciences Career Initiative funded by the Department of Labor, Capital Community College is developing new programs in health care and life sciences. The Program Assistant will assist with project administration, schedule meetings and faculty professional development, maintain participant data, prepare program proposals for the Board of Regents and communicate with grant partner groups, including One-Stop Career Centers and employers. The Program Assistant will prepare documents and correspondence as needed. He/she will work under the supervision the Curriculum Innovation Coordinator and be required to meet with the consortium members on a regular basis. The Program Assistant 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-HRApplclicant@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.