

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
Clerical Assistant, ECE Programs, FT (temporary until 6/30/2013)
UNIT IF APPROPRIATE

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

Hours:

Salary: \$33,558 – FT temporary, grant-funded until 6/30/13

Closing Date: September 24, 2012

General Knowledge: Excellent oral and written communication skills; ability to prioritize time and perform multiple tasks; competency in basic software including Excel; attention to detail; and excellent interpersonal skills in dealing with people of diverse backgrounds. High school diploma required, associate degree preferred. Minimum of one year of clerical experience required.

Preferred Skills and Ability: Associate degree preferred. Minimum of one year of clerical experience required.

Special Knowledge: Competency in basic software including MS Excel.

Position Summary: Provides clerical support for the early childhood teacher credential grant that includes record keeping on students; word processing reports, responding to inquiries and following up on calls to applicants; developing a process for tracking student portfolio submissions and faculty review; monitoring the approval process of portfolios, contacting students and faculty via phone and email; taking and writing minutes of meetings when needed; planning events, including room set up, ordering food, etc.

Special Experience: N/A

Substitution Allowed: N/A

Eligibility Requirement: High school diploma required. Minimum of 1 year of clerical experience required.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by September 24, 2012 at www.chateroak.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.