

Office of Higher Education  
Job Opportunity  
Director – Administration

Open To: The Public  
Minimum Starting Salary: \$91,035 with full state benefits  
Closing Date: April 5, 2013

The Office of Higher Education invites applications for the position of Director, Administration. This position is responsible for the direct administration functions of a small state agency including budget control, fiscal accounting, purchasing, payroll and personnel administration. This position will act as the primary interface with the state's CORE-CT financial & administrative systems, and will also serve as the agency's affirmative action officer. This position will prepare financial statements and coordinate financial audit activity; ensure agency compliance with state policies and procedures; manage collective bargaining matters; and will ensure fiscal integrity of the agency's grant and contract activity.

**Qualifications and Requirements:**

Minimum Qualification: Bachelor's degree with business management orientation and eight or more years in state government or equivalent experience and training; competency in accounting, budget preparation, personnel and grant administration, property management and purchasing; strong organizational skills, exceptional ability with State's Core-CT system & attention to detail; excellent communication and interpersonal skills.

**Personal Attributes:**

The candidate will possess strong interpersonal skills, ability to communicate and manage multiple projects. Strong problem-solving skills and ability to exercise sound judgment and make decisions based on accurate and timely analyses of statutes and regulations. High level of integrity, dependability and results-orientation.

**Application Instructions:**

Interested candidates should send information including a letter describing their interest in and qualifications for the position, a resume and contact information, including email addresses and telephone numbers for three (3) professional references. All materials must be received by April 5, 2013

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The Office of Higher Education is an Equal Opportunity, Affirmative Action Employer by Choice. Minorities, women and persons with disabilities are encouraged to apply. Full job description available at [ctohe.org](http://ctohe.org) or upon request.