

**GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
DURATIONAL OFFICE ASSISTANT
FINANCIAL AID OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.
Location: Downtown New Haven
Job Posting No: 00104010
Hours: Full time, 40 hours/week / M-F 8:0 0a.m.-4:30 p.m.
Salary: \$37,429 approximate annual
Closing Date: Friday, February 8, 2013

This is a durational appointment for up to a period of six (6) months. Under the Direction of the Financial Aid Assistant or her designee, the Office Assistant assigned to the Financial Aid Office is accountable for the following: Typing NSLDS referral letters, financial aid refund letters, consortium agreements for students attending two institutions. Responsible for all student files throughout the semester; removal of inactive files at the end of each year and place in storage; organize all financial aid reports; compose routine e-mails to current and potential students; compile and mail exit interview packets for all loan recipients scheduled to graduate from Gateway Community College; responsible for sending all homeland security forms to Hartford for all eligible non-citizens; greet students in a pleasant manner and explain the financial aid process; maintain calendar for workshops for students to file electronic applications; processes purchase orders; answer multiple telephone lines, retrieve and respond to voicemail; post all incoming scholarship for students to review; may supervise work-study students; performs related duties as required. Knowledge to complete FAFSA application on-line; experience in federal guidelines for financial aid; detailed orientated; proficient in the most up to date Microsoft office version and demonstrated customer service skills development desired. Knowledge of Banner and prior work experience in a higher education environment preferred.

Eligibility Requirement: Candidates must have applied for and passed the **OFFICE ASSISTANT** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR/12 (State Application) by ***Friday, February 8, 2013, close of business** to:

**Gateway Community College
20 Church Street
New Haven, CT 06510
(203) 285-2539 Fax**

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.