



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: **Executive Assistant to the President**
Management
12 Month, Full-Time (40 hours per week)

ANTICIPATED STARTING DATE: April 2016

MINIMUM QUALIFICATIONS: Associate's Degree with at least two years of administrative and executive secretarial experience. Candidates must possess strong organizational, oral and written communication skills. The following core skills are required: demonstrated involvement in support of diversity; demonstrated ability to respond to and work with multiple constituencies; demonstrated ability to handle multiple tasks simultaneously; proven history of strict confidentiality; and demonstrated proficiency in Microsoft Office products (Word, PowerPoint, Publisher, etc.).

Applicants who do not meet the minimum qualifications noted above may be considered for this position by stating in writing precisely 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.

RESPONSIBILITIES: Under the supervision of the President, the Executive Assistant to the President provides managerial, administrative, professional and confidential assistance, as required to ensure the successful operation of the Office of the President. Among the duties that the Executive Assistant will be required to perform are: provide liaison with deans and other college administrators, staff, students, offices, other agencies and the public; prepare and manage correspondence; arrange meetings and maintain appointment calendars; assist in the planning and coordination of College activities and events; special assignments; projects and other related tasks.

MINIMUM SALARY: \$53,200 approximate annual, including a full State of Connecticut benefit package.

TO APPLY: Submit letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE:** EXEC
170 Elm Street, Enfield, CT 06082
Email: AS-Humanresources@asnuntuck.edu
Fax: (860) 253-3069

APPLICATION DEADLINE: **Application materials must be received on or before February 13, 2016**

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator yzelinka@asnuntuck.edu (860) 253-3092 and Katie Kelley Section 504/ADA Coordinator, kkelley@asnuntuck.edu (860) 253-3011, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.