

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

Candidates must have applied for and passed the Secretary II exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

Open To: Candidates on a current examination list and lateral transfers

Job Posting No: Cert# 0152484 Position#00050319

Location: Gateway Community College
20 Church Street New Haven, CT

Hours: Full-time, 40 hours/week. Monday through Friday
8:00 am – 4:30 pm

Salary: \$35,602 approximate annual.

Closing Date: APPLICATIONS MUST BE RECEIVED BY 4:00PM ON FRIDAY, FEBRUARY 13, 2015.

Examples of Duties: Under the Direction of the Director of Student Leadership Programs and Activities or his/her designee, the position of Secretary II is responsible for maintaining a campus-wide Student Activities Calendar and coordinates printing of all student activity related publicity; Prepares data for the Student Activities and Leadership Programs Annual Report; Acts for Director by interpreting Student Government Association established policies and procedures for students and club advisors; Initiates and interprets Personal Service Agreements for contractors and student leaders. Interprets college policies regarding student activities to students and student organization advisors; Coordinates with students, faculty, staff, and guests on ticket policies, Student Activity Fund policies, etc.; Assists in the coordination and implementation of campus activities and events. Duties include, but are not limited to, room reservations, maintenance requests, publicity, coordinates Personal Service Agreements, additional security arrangements, catering, requisitions/vouchers, setting up and/or cleaning up and oversight at events on behalf of the Director; Coordinates the Office of Student Activities and Leadership Programs Lunch and Learn programs for students, faculty and staff including liaison with outside agencies and service providers; Coordinates the Vendor Table Agreements with outside agencies, including table reservations and contractual preparations; Troubleshoots for Director on issues concerning student clubs, student employees, general student population and community members; makes travel arrangements for student leaders and for Director of Student Leadership and Activities; Responsible for interview/selection, scheduling, training, supervision, performance evaluations and coordinates the scheduling and personnel issues of student office staff including the coordination and distribution of work load while following a student employment development model; Assists Treasurer of the Student Government Association to verify expense items, cross reference expenses with Student Government Association Vouchers, obtaining quotes for catering, bus charters, and rental equipment; Authorizes and maintains a catalogue of all campus postings for clubs and organizations; Other duties as assigned.

PREFERRED QUALIFICATIONS: Knowledge of Community College Banner System.

DESIRED QUALIFICATIONS: Full working knowledge of Microsoft Office, superior verbal and written communication skills. Must be able to communicate well with students, faculty, staff, community members, talent and talent agents. Must be able to serve as a positive role model for students.

Knowledge, Skills and Abilities: Considerable knowledge of office systems and procedures; considerable knowledge of Microsoft Office computer programs including Excel, Microsoft Word, PowerPoint, Microsoft Outlook and email; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; significant knowledge of business math and budgeting; interpersonal skills; ability to schedule and prioritize office workflow; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work. One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Note: This position may be filled by mandatory candidates from the Re-employment and SEBAC lists, which we are obligated to use.

APPLICATION PROCEDURE: Interested and qualified candidates who meet the above requirements should submit a complete set of materials including; a cover letter, a State of Connecticut Application for Examination or Employment (CT-HR-12), and two (2) letters of professional references from current or former Supervisors or Managers. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services' website at: www.das.state.ct.us/exam/default.asp#APPLICATION. In lieu of references, State employees must submit copies of their two (2) most recent performance evaluations. Please be sure to specify the job posting number on all application materials. Please mail your completed CT-HR-12 and the additional requested documents to:

**Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510**

Faxed applications will also be accepted. 203-285-2539

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please also send the original via mail or e-mail.

Continuing Notice of Nondiscrimination

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies:
Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

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