

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

OFFICE ASSISTANT (ADMISSIONS OFFICE)

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

Open To: **Candidates on a current examination list**

Location: Housatonic Community College, Bridgeport, CT

Job Posting No: 48728

Hours: 40 hours per week. Monday - Friday, 8:30 am - 5:00 pm, with 1/2 hour lunch.
May require evenings and weekends

Salary: \$37,429.00 approximate annual (based on state regulations and bargaining unit agreement).
Excellent fringe benefit package.

Closing Date: **March 27, 2012; *Applications must be received by this date.***

ELIGIBILITY REQUIREMENT: APPLICANT MUST MEET ONE OF THE FOLLOWING CRITERIA:

- On the State of Connecticut Office Assistant Re-employment/Layoff List;
- On a current State of Connecticut Office Assistant candidate list (*taken & passed the State of CT Office Assistant exam*);
- Currently employed by the State of Connecticut as an Office Assistant; or
- Currently employed by the State of Connecticut and has previous status as Office Assistant.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skills and Abilities: Interpersonal skills conducive to working with a team to provide courteous service to students, prospective students, college staff and the general public, including proper telephone etiquette. Experience utilizing a computer to process and extract data. Ability to exercise discretion and follow through on tasks and the ability to work in a fast paced work environment are necessary to succeed in this position. Experience in SCT Banner preferred

EXAMPLES OF DUTIES: Perform a full range of general clerical functions including:

- Prepare, verify, coordinate and process a variety of documents
- Data entry of applications (new, readmits, and reactivations) and recruit prospects
- Data extractions and imports for reporting purposes
- Utilize MS Word, Excel, Access and other software to perform duties
- Compose correspondence, prepare various reports, and admissions packets
- Scan and upload transcripts
- Related duties as required

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 **cover letter, resume and the required *CT-HR-12 CT State Employees Application **** available online at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf to:

Mail: Human Resources Department
Office Assistant Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

E-mail: ho-humanresources@hcc.commnet.edu

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

****Incomplete submissions without the required application (or with incorrect application) will not be accepted.
CT- HR- 12 application must be completed in its entirety; references to resume are not acceptable.*

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.