

POSITION: **Part-Time Educational Assistant (MEN'S CENTER COORDINATOR)**
Part-time (16 hours per week)

ANTICIPATED START DATE: September 2014

MINIMUM QUALIFICATIONS: Bachelor's degree, plus five years of relevant work experience in higher education, with student orientation and student success and student retention activities: such as an early warning/ alert identification of academically at-risk students; and other program planning and management is strongly desired.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

RESPONSIBILITIES: Under the supervision of the Dean of Student's the Men's Center Coordinator is responsible for coordinating the delivery of services geared towards supporting participants in becoming successful students, completing certificates and/or degree requirements, and being contributing members of their communities. The Men's Center Coordinator will have responsibility for designing activities for a diverse male population of incoming new students and continuing students. This position is required to participate in college meetings; commencement and convocation activities as well as special College meetings. Schedule will include some evenings and weekend hours.

HOURLY RATE: \$27.50 per hour

TO APPLY: Submit a **letter of interest, current resume and completed (typed) ConnSCU Board of Regents Employment Application*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
PT EA - Men's Center Coordinator
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@housatonic.edu (**8 PAGES OR LESS**)

APPLICATION DEADLINE: Application materials must be **RECEIVED** on or before **August 20, 2014.**

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic 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 person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer
900 Lafayette Boulevard
Bridgeport, CT 06604
(203) 332-5013