

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

Educational Assistant (ASSISTANT TO GRANT COORDINATOR)

Temporary, Part-time Position - 17 hours per week
Renewable for the duration of the Grant (three years)

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

ANTICIPATED START DATE: January 2014

MINIMUM QUALIFICATIONS: Associate's degree with two years of experience in an administrative setting. Incumbent is required to have demonstrated knowledge, experience and abilities in the following areas: office administration, customer service, student registration procedures; effective oral and written communication. Experience using personal computers, and knowledge of MS Office Computer software. It is preferred that the incumbent have experience working with diverse student populations. Applicant should be skilled in report preparation including program reports and budget expenditure reports.

Applicants who do not meet the minimum qualification 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. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: The Assistant to the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Coordinator will assist with student intake, serve as a program liaison, assist with student recruitment, and provide financial and other program support.

HOURLY RATE: \$22.62

TO APPLY: Submit a **letter of interest, current resume** and **completed (typed) Connecticut Community College Employment Application*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
PT EA (Assistant to Grant Coordinator) Search **NO FAXES PLEASE**
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

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

APPLICATION DEADLINE: The review process will begin on November 6, 2013 and will continue until the position is filled.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx.
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Posted: 10/30/13

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.