

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

Educational Assistant (CONTINUING EDUCATION ASSISTANT)

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: Bachelor's degree in an appropriately related field; two years of experience working in an educational environment that provides services to adult learners, with office administration duties and exposure to marketing. Incumbent is required to have demonstrated knowledge, experience, and abilities in the following areas: office administration, customer service, student registration procedure; effective oral and written communication, preparation of fliers, brochures, newsletters, press releases and public announcements, publicity ads; experience using personal computers, and knowledge of MS Office computer software with special emphasis in the use of MS Excel. Advanced computer skills are essential. Applicants must possess and retain a valid driver's license.

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: The incumbent provides registration and administrative support for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. Incumbent provides information to the public about the programs, contributes to the efficient and accurate registration of students. This includes duties such as developing and maintaining mailing lists; organizing and conducting registration; developing, scheduling, implementing and evaluating of relevant continuing education offerings; preparing marketing brochures; attending recruitment events, preparing documents such as contracts, invoices, and purchase orders; recruiting, interviewing and recommending program instructors for hire; scheduling and arranging the layout of classrooms and other facilities; provides information to the public about the grant program; and other duties related to administering the grant. Accountable for administrative support, communication and marketing of TAACCCT programs. Schedule may include evening and weekend hours. Some travel may be required.

HOURLY RATE: \$26.19

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 (Continuing Education Assistant) Search **NO FAXES PLEASE**
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

E-mail: ho-humanresources@housatonic.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.