

HOUSATONIC COMMUNITY COLLEGE
JOB OPPORTUNITY

Educational Assistant (INSTITUTIONAL RESEARCH 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 with two years of experience in an administrative setting. Experience in research, report writing, survey instruments, data collection, preparation of surveys and questionnaires; and interpreting statistical data to make meaningful decisions; ability to develop and maintain effective relationships, communicate effectively in writing and verbally, write and edit statistical reports, work within and meet required guidelines/deadlines with a variety of individuals and on multiple assignments; and working knowledge of word processing, database, spreadsheets, and statistical software packages required.

Demonstrated proficiency in BANNER, Microsoft Office, and Statistical software, with a background and/or training in statistical analysis research preferred.

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 Institutional Research Assistant develops, coordinates, implements, and evaluates a variety of research activities congruent with the mission and needs of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. Schedule may include evening and weekend hours. Some travel may be required. Applicant must have valid driver's license.

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 (Institutional Research Assistant) 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.