

MANCHESTER COMMUNITY COLLEGE
JOB OPPORTUNITY
Part Time Secretary 1 or Secretary 2

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

Open To: Public/State Employees
Location: **COOP Education Office**, Manchester Community College, Manchester, CT
Hours: 20 Hours per week, Flexible
Salary: \$19.27 - \$25.29/21.10 - \$27.59
Closing Date: Tuesday, June 11, 2014

General Knowledge: Candidates must have applied for and passed the **Secretary 1 or Secretary 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

Duties: Compose and type a full range of complex letters, memoranda, reports, etc.; organize and maintain files; input and retrieve data from system database; assist in preparing and monitoring the office budget including those for work study and discretionary funds; prepare and process purchase requisitions, college service agreements, travel authorization requests, etc.; maintain a calendar and arrange meetings for Director; make travel arrangements; initiate requests for, interview, hire, train and supervise student workers; provide office coverage; maintain time and attendance records; perform routine maintenance and troubleshoot problems associated with computers, copiers and fax machine; other related responsibilities.

Please Note: The Secretary should have the ability to communicate well with students, faculty and staff in all areas of the college, and be able to prioritize responses to requests from all of these areas; strong computer skills are essential.

Special Experience: (Secretary 2) One (1) year of general experience must have as a Secretary 1 or its equivalent.

General Experience: (Secretary 2) Three (3) years' experience above the routine clerk level in office support or secretarial work.

(Secretary 1) Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, at least three references and Application for Employment (CT-HR-12) to:

Desreen Petgrave, Human Resource Specialist
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
dpetgrave@mcc.commnet.edu
fax#: 860 512-3621

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.