

Middlesex Community College
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

- Position:** Educational Assistant-Student Services
Part-Time 17 hours/week
- Anticipated Start Date:** June 2014
- Minimum Qualifications:** A Bachelor's degree, approximately 2-4 years of relevant work experience in higher education administration, customer service and/or project management, and familiarity with Microsoft Office Suite.
- 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 to provide appropriate references.
- Responsibilities:** Under the supervision of a Director or Assistant Director, perform a variety of customer service and administrative functions in support of key Student Services functions (e.g., Welcome Center, Admissions, Registration support). Provide accurate and timely information in person, by telephone or by email to students, prospective students, parents, members of the general public and/or college faculty and staff. Examples of duties that may be assigned include: assisting prospective and returning students with the application process; advising students with admission and registration process questions; greeting, guiding and directing students to offices or events; presenting information about Middlesex Community College at high schools or college, career or resource fairs within the college service area. May lead projects or perform additional related duties as assigned.
- Knowledge, Skills And Abilities:** Strong written, verbal interpersonal communication skills. Demonstrated competence and experience in public speaking; conducting formal presentations to small and large groups. Familiarity with SCT Banner or another computerized records system a plus. Attention to detail, strong organizational skills, and the ability to manage multiple tasks. Ability to travel and work occasional nights and/or weekends.
- Minimum Salary:** \$26.19 hourly
- Application Procedure:** Send letter of intent, resume, copies of transcripts, and [Board of regents application](#) to:
- Noreen Wilson
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or email at nwilson@mxcc.edu or fax (860) 343-5870
- Application Deadline:** Close of business April 1, 2014

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY
ENCOURAGED TO APPLY**