

**Manchester Community College**  
**JOB OPPORTUNITY**  
**Manufacturing Program/Grant Assistant (Temporary)**

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

**Open To:** Public

**Location:** Manchester Community College, Manchester, CT

**Job Posting No:** EA170001

**Hours:** 17 Hours per week

**Salary:** \$24.94 hourly/17 hours per week – flexible schedule will include working evenings and weekend.

**Closing Date:** July 27, 2017

**General Knowledge:** Associates degree required. Office Administration degree preferred.

- Good typing and interpersonal skills needed. Must be proficient in Microsoft Word.
- Candidate must be able to work a flexible weekend and weeknight schedule.
- An understanding of the mission of the community college, a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are essential.

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. Exceptions to the degree requirements may be made for compelling reasons.

**Duties:** The Manufacturing Program Assistant is accountable for providing assistance to faculty and students in the manufacturing program. Under the supervision of the Manufacturing Program Director and Faculty, the Manufacturing Program Assistant is responsible for:

- Responding to student inquiries regarding manufacturing education;
- Organizing folders for each applicant and follows up on needed information to process application;
- Meeting regularly with the Manufacturing Program Director regarding admissions criteria and procedures;
- Corresponding with student applicants and students accepted into the programs.
- Maintaining files for current and past students;
- Organizing manufacturing open houses;
- Advertising manufacturing open houses;
- Making appointments for Manufacturing Program Director with prospective students; and
- Working with admissions and registrars offices to update and maintain correct records.

**Application Instructions:** Please reference job posting number EA170001. Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, transcripts (unofficial acceptable), three professional references, and an [employment application](#) which may be obtained from Manchester Community College website at <http://www.manchestercc.edu/form-depot/>;to:

[geninfohumanresources@mcc.commnet.edu](mailto:geninfohumanresources@mcc.commnet.edu).

**Please note- Incomplete, blank or late applications will NOT be considered.**

**If you are a State employee, please submit a copy of your two most recent service ratings.**

**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.