

**NAUGATUCK VALLEY COMMUNITY COLLEGE
ACADEMIC ASSISTANT (CCP-12, 12-month, tenure track position)**

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

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$39,496 approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

APPLICATION DEADLINE: January 16, 2015

ANTICIPATED STARTING DATE:
Spring 2015

MINIMUM QUALIFICATIONS:
Associate's degree in Horticulture, Plant Science or Related Field.

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. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Academic Assistant performs lab set up and maintenance and general administrative assistance to the Science, Technology, Engineering and Mathematics Division (STEM) academic division. Incumbents provide support to the Horticulture program. The Academic Assistant is responsible for assistance to faculty by setting up, maintaining and operating one or more assigned academic labs or centers. This includes such tasks as setting up, arranging and testing lab equipment, apparatus and materials; adapting equipment and materials to specific learning objectives set by faculty; planning and preparing equipment and materials for future lab sessions; performing routine cleaning and maintenance of lab equipment, and arranging for repairs and service from outside vendors; shipping and receiving supplies and equipment; observing standards of safety in the set-up, operation and disposal of lab supplies and equipment; and functioning as the core lab resource for faculty.

Application Instructions: For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nvcc.commnet.edu/newsevents/employment.shtml>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act of 1986 (IRCA).

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.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.