



**EXECUTIVE ASSISTANT OF POLICY/CORPORATE GOVERNANCE
STATE OF CONNECTICUT
OFFICE OF THE TREASURER**

Applications are being accepted for the position of Executive Assistant of Policy/Corporate Governance, a full-time position located within the Office of the State Treasurer, Policy Unit. The position assists in carrying out the duties of the Treasury's corporate governance function; Connecticut Higher Education Trust; federal and regulatory relations and public policy research and development.

Specific duties include: research, analyze and report on proxy voting issues, federal legislation and regulatory matters; draft shareholder resolutions and related correspondence; assist in planning, developing and implementing the CHET scholarship program; draft requests for proposals for consultant support services; staff program-specific executive committees; assist in establishing program goals and outcomes, and managing partnerships with various stakeholders, including representatives from government entities, community-based organizations, financial institutions and other business groups

Qualifications: Applicant must have knowledge of state and federal legislative processes, public policy issues and financial concepts. Required competencies include research and analytical skills; presentation skills, both oral and written; ability to manage multiple priorities and tasks and interact with the public and staff at all levels in a fast paced environment; literacy in a windows-based personal computer environment (including word processing, spreadsheet and database software applications for performance analytics). The successful candidate will have a Bachelor's degree and at least four (4) years of professional experience in a governmental, public affairs or business organization. A Master's degree in or a related field is preferred.

Please send resume, **APPLICATION FOR EXAMINATION OR EMPLOYMENT (FORM CT-HR-12)**, salary history, and cover letter via US Mail, e-mail or fax by August 31, 2012 to:

Office of the State Treasurer
Attn: Theodore Janiszewski
Personnel Administrator
55 Elm Street
Hartford, CT 06106-1773
E-mail Address: Theodore.Janiszewski@ct.gov
Fax Number: (860) 702-3003

The Office of the Treasurer is an affirmative action/equal opportunity employer and strongly encourages the application of women, minorities, and disabled persons.