

Middlesex Community College
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
POSITION: HL-SCI Program Assistant (Educational Assistant)
12 Month, Full Time, Non-Tenure Track, Renewable for the Duration of the Grant

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457
Hours: Full-time, 35 hours
Salary: \$39,386 annually
Closing Date: March 15, 2013

Anticipated Start Date: Spring 2013

Preferred Knowledge, Skills and Ability:

Associate degree in Office Management or Technology or field with comparable skill sets is required. Prior experience in the use of Microsoft Office suite including an ability to use Access and Excel is required. Experience in tracking budgets, collecting student data, and preparing documents is required. Must have excellent organizational and communication skills and be able to communicate effectively with students, faculty, employers and workforce development professionals.

An understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies, and demonstrated computer literacy. Familiarity with instructional applications preferred.

Substitution Allowed: 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.

General Responsibilities:

Under the Health and Life Sciences Career Initiative (HL-SCI) Work Plan, Middlesex Community College is developing curriculum to initiate new programs and to revise existing programs in health care and life sciences. The Program Assistant will assist with project administration, schedule meetings, schedule faculty professional development, maintain student participant records, and report student information. The Program Assistant will periodically meet and communicate with the system HL-SCI groups and committees, including One-Stop Career Centers and employers. The Program Assistant will prepare program documents and correspondence as needed. The Program Assistant will work closely with the Curriculum Innovation Coordinator, the office of the Academic Dean, and program faculty and will be required to meet with the consortium members on a regular basis. The Program Assistant must have transportation to attend meetings within the state.

Application Instructions:

Send letter of intent, resume, [Board of Regents application](#), names and addresses of three references and college transcripts to:

Jennifer Hobby—Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

OR via email to: MX-HR-Recruitment@mxcc.edu

For more information about Middlesex Community College, please go to our
website: www.mxcc.edu

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.