

**Office of Financial and Academic Affairs for Higher Education  
Job Opportunity  
Consultant (Academic Affairs)  
2 Positions**

Open To: The Public  
Minimum Starting Salary: \$47,138 (Consultant Level)  
Closing Date: October 28, 2011

The Office of Financial and Academic Affairs for Higher Education has an opportunity for an individual interested in working with the approval of post-secondary occupational schools, hospital based occupational schools and veterans program approval. The Office provides consumer protection for students and potential students interested in enrolling in these schools. Schools are required to meet statutory requirements in order to operate in Connecticut.

**General Information:**

The Trainee Consultant will serve as project officer for occupational schools, setting up initial and renewal visits for approval of the school to operate in Connecticut, as well as, handling updates to a school's authorization. This position requires application of Connecticut General Statutes and Regulations of State Agencies relating to schools. Under veterans program approval, the work includes the approval of institutions and programs, as required under the Federal Code of Regulations, conducting compliance surveys, handling denial of benefits, assisting institutions, as well as outreach to veterans. The position requires travel. The hours of work will be scheduled between 8:00 a.m. and 5:30 p.m.

**Qualifications and Requirements:**

**Minimum Qualifications:** Bachelor's degree with five (5) years of related experience; significant analytical abilities; ability to prepare reports and conduct evaluations; ability to understand and apply relevant state and federal laws, statutes and regulations; computer literate, including the ability to develop and manage databases, strong written and oral communication skills. Note: May consider hiring at the Trainee level for the right candidate.

**Preferred Qualifications:** Master's degree, knowledge of veterans programs and approval process; veteran's status, minimum of three (3) years experience in higher/post-secondary education; broad knowledge of institutional practices and procedures, including finances and student financial aid programs.

**Personal Attributes:**

The candidate will possess strong interpersonal skills, ability to communicate and manage multiple projects. Strong problem solving skills and ability to exercise sound judgment and make decisions based on accurate and timely analyses of statutes and regulations. High level of integrity, dependability and results-orientation.

**Application Instructions:**

Interested candidates should send information including a letter describing their interest in and qualifications for the position a resume and contact information, including email addresses and telephone numbers for three (3) professional references. All materials must be received by October 24, 2011.

**Toby Bates  
Director of Internal Administration  
Office of Financial and Academic Affairs  
For Higher Education  
61 Woodland Street  
Hartford, CT 06105-2326**

The Office of Financial and Academic Affairs for Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, persons with disabilities and veterans.