

ASNUNTUCK COMMUNITY COLLEGE

EMPLOYMENT OPPORTUNITY

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

OPEN TO: **Candidates on a current examination list.**

DATE OF POSTING: March 5, 2012

POSITION: **SECRETARY 1**

DEPARTMENT: Admissions Office

ANNUAL SALARY: \$39,061 – \$51,255 approximate annual

CLOSING DATE: March 16, 2012

Eligibility Requirements: **Candidates must be on the current Secretary 1 exam certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Reemployment or SEBAC lists are given first consideration. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES: Greet and direct students, staff, and visitors. Respond to e-mail and inquiries in a timely fashion. Office management: organize, file, maintain and order office supplies. Prepare Admissions Budget Report. Data entry: process applications for admission with speed and accuracy. Compose memos and correspondence on behalf of Director and Associate Director. Coordinate travel and meetings for Director and Associate Director. Supervise student workers. Schedule appointments and meetings for Director and Associate Director. Set up campus (and off-campus) events. Keep track of Admissions budget.

MINIMUM QUALIFICATIONS REQUIRED/Knowledge, Skill and Ability: Proficiency with Microsoft Office and Excel. Possess strong organizational, interpersonal and problem-solving skills, and ability to multitask. Ability to work independently, as well as collaboratively, with colleagues across the department. Commitment to professional development. Familiarity with Banner system (or other student information system) a plus, as is general knowledge of academic calendar, steps to enrollment, and College policies and procedures.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years experience above the routine clerk level in office support or secretarial work.

APPLICATION INSTRUCTIONS: To be considered for this position, eligible applicants must submit a cover letter referencing this posted position (**JOB CODE: SEC1**) and a completed state application (CT-HR-12 – available at www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf).

Submit via mail to: Asnuntuck Community College Human Resources, 170 Elm St., Enfield, CT 06082

Fax to (860) 253-3069 or

E-mail AS-StudentServices-HR@acc.commnet.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.