



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: July 14, 2014

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

POSITION:	Secretary 1 (Academic Affairs Unit - Nursing)
ANTICIPATED STARTING DATE:	September 5, 2014
CLOSING DATE:	July 28, 2014
HOURS:	Full-Time, 40 hours per week, Monday through Friday
STARTING SALARY:	\$41,440 approximate annual. Excellent State supported fringe benefits.
ELIGIBILITY REQUIREMENTS:	First preference will be given to individuals on a re-employment/layoff list. Applicants must be: <ul style="list-style-type: none">• On a current Secretary 1 list;• Or, currently employed as a Secretary 1;• Or, currently employed and have former status as a Secretary 1;• Or be on a layoff list for Secretary 1.
DUTIES INCLUDE:	Under the supervision of the Division Director, the incumbent will perform a variety of basic secretarial tasks including, but not limited to, typing of correspondence, data entry using various software programs, preparing reports, organizing and maintaining office files, coordinating meetings, interacting with students, faculty, staff and the community, and other related duties.
KNOWLEDGE, SKILLS & ABILITIES:	Knowledge of office systems and procedures; knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment.
GENERAL EXPERIENCE:	Two (2) years' experience in office support or secretarial work.
TO APPLY*:	Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and a State of Connecticut Application for Employment (Form CT-HR-12) before the closing date indicated above to: Northwestern Connecticut Community College Human Resources Department – Secretary I Park Place East Winsted, CT 06098 Email: NW-HumanResources@nwcc.edu

* Incomplete or late application packages may be discarded. Due to the large volume of expected applicants, we cannot field phone and/or email inquiries. *The **CT-HR-12 State of Connecticut Application for Employment Form** can be found on the DAS website at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf*

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator for students (Phone: 860-738-6315, Email: RGonzalez@nwcc.edu), and Wendy Bovia, ADA Coordinator/Title IX and Section 504 Assistant Coordinator for faculty and staff (Phone: 860-738-6325, Email: WBovia@nwcc.edu), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

A Member of the Connecticut Community College System
An Equal Opportunity Employer