



STATE OF CONNECTICUT



DEPARTMENT OF EDUCATION

JOB OPPORTUNITY BUREAU OF HEALTH/NUTRITION FAMILY SERVICES AND ADULT EDUCATION

(TWO POSITIONS AVAILABLE)

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

Open To: The Public
Location: 25 Industrial Park Road, Middletown, CT 06457
Hours: 8:00 a.m. – 5:00 p.m.
File #: 104599, 104600
Salary Range: \$8.25 –\$11.00
Closing Date: April 24, 2013

The Department of Education has an employment opportunity for two (2) Summer Workers to work in the Bureau of Health/Nutrition Family Services and Adult Education.

General Knowledge:

Knowledge of office procedures including computer skills, proper telephone usage and filing, knowledge of spelling, punctuation grammar, basic interpersonal skills; basic oral and written communication skills.

Example of Duties:

Performing clerical tasks such as filing, typing, data entry, mail handling, computer skills, i.e. Microsoft word, access, excel, copying, recording information, answering telephones, e-mails, reception duties and related duties as required. This position will assist in conducting site visits of the summer food service program, learning the monitoring function of the program and traveling to the site locations to monitor program compliance.

Special Requirements:

Incumbents in this class will be required to travel using their own personal vehicle;
Submit proof of motor vehicle insurance;
Possess a valid driver's license.

Application Instructions:

Interested candidates should, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to:

Department of Education
Elba Rivera
25 Industrial Park Road
Middletown, CT 06457
Telephone: (860) 807-2051
Fax: (860) 807 - 2127
E-Mail: elba.rivera@ct.gov

All required documents must be submitted to be considered for interview.

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101. Levy.Gillespie@ct.gov.”

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER