

Middlesex Community College
EDUCATIONAL ASSISTANT – INSTITUTIONAL ADVANCEMENT
Part-time, Non-tenure track

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
Some travel to the shoreline and Meriden Center is required.
Hours: Part-time, 17 hours a week, including some evening and weekend hours
Salary: \$21.54 per hour, no benefits
Closing Date: Applications will be accepted until position is filled.
Anticipated Start Date: February 24, 2012

Preferred Knowledge

Skills and Ability: Associates Degree in accounting or related field. One year of experience working with QuickBooks, DonorPerfect, preferably in a secondary education or a college environment. Basic computer skills including Microsoft Suite and e-mail as well as the ability to analyze and gather data utilizing an Excel database. Prepare financial reports and maintain records of donor files.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

General

Responsibilities: Office management responsibilities which include processing donations and bank deposits; preparing donor gift acknowledgements with receipts; entry, update and maintenance of donor records (both electronic and hard copy); prepare financial reports.
Attendance at all Middlesex Community College Foundation events and meetings (including evenings and weekends); execution of gift entry from beginning to end; maintenance of accurate donor records (gifts, donor lists including email addresses and other contact information, etc.); execution of communication plan elements such as mail merges for fundraising campaigns; supporting the Foundation audit and board of directors to include preparation and delivery of reports; provide assistance to Foundation officers, board members, and college administrators as needed; establish and maintain relationships with donors, Foundation board members.

Application

Instructions: Interested and qualified candidates who meet the above requirements should send Board of Trustees application (http://www.mxcc.commnet.edu/images/customer-files/application_employment.pdf), resume, college transcripts, and three current references to:

Greg Kline
Director of Institutional Advancement
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457
Or email at: gkline@mxcc.commnet.edu
Or, fax (860) 344-2789

For more information about Middlesex Community College, see our World Wide Web Site at: www.mxcc.commnet.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.