

**MANCHESTER COMMUNITY COLLEGE**  
**JOB OPPORTUNITY**  
**Office Assistant**  
**Business Office**

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

**Open To:** State Employees  
**Location:** Manchester Community College, Manchester, CT  
**Hours:** Monday – Friday; 8:00a.m. To 4:30p.m.  
**Salary:** \$38,552 - \$50,582  
**Closing Date:** Wednesday, January 22, 2014

**General Knowledge:** Candidates must have applied for and passed the **Office Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for later transfer.

**Duties:** Collects and processes monies; prepares daily bank and state deposits; reconciles receipts; processes tuition and financial aid refunds; prepares student accounts receivable and third party billings; prepares narrative and statistical reports; prepares student billing; processes purchase requisitions/purchase orders; maintains and orders office supplies; utilization on the integrated accounting system (Banner); provides information to students; responds to inquiries from students, interested parties, and other departments; other related responsibilities.

The Office Assistant should have the ability to communicate with students, staff and community; strong computer skills are desired. Accuracy and attention to detail are vital.

**General Experience:** Two (2) years' general clerical work experience.

**Substitution Allowed:** College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and or Application for Employment (Form CT-HR-12) to:

**Desreen Petgrave, Human Resource Specialist**  
**Manchester Community College, MS# 2**  
**Great Path, P.O. Box 1046**  
**Manchester, CT 06045-1046**  
**dpetgrave@mcc.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.