

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
STOREKEEPER ASSISTANT
(2 Vacancies)**

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

Open To: The Public

Location: Facilities Management

Job Posting No: C13-017

Hours: 1) Tuesday through Saturday, 8 A.M. to 4:30 P.M. with a 1 hour meal period (37.5 hours per week)
2) Sunday through Thursday, 8 A.M. to 4:30 P.M. with a 1 hour meal period (37.5 hours per week)

Salary: \$14.67 Hourly

Closing Date: October 31, 2012

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required to possess appropriate licenses or permits.

Physical Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights; and may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying Job Posting C13-017; **2)** a completed State application (**CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by October 31, 2012. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources: Teresa Velez
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.