



ANNOUNCEMENT OF POSITION OPENING

Date Posted: October 17, 2018

- POSITION:** **Student Activities Assistant (Educational Assistant)**
Part-Time (17 hours/week), Temporary Position
- SALARY:** \$24.94 per hour
- HOURS:** Monday through Thursday 12:30-4:00PM; Friday 1:00-4:00PM (Flexible Schedule)
- ANTICIPATED STARTING DATE:** November 2018
- APPLICATION DEADLINE:** Open until filled
- JOB SUMMARY:** The Student Activities Assistant will advance the mission of the College in part by providing a wide variety of administrative and operational support across the Office of Student Activities with primary support to the Director of Student Activities. The incumbent independently performs a wide variety of complex assignments, projects, database and spreadsheet work in a confidential and professional manner.
- MINIMUM QUALIFICATIONS:** Associate's degree in an appropriately related field and a minimum of one (1) year of experience in an administrative support role. Prior experience in an academic or collegiate setting is preferred. Applicants must demonstrate proficiency in computer and office skills (e.g. Microsoft Office, scanning and printing); strong interpersonal and communication skills; ability to prioritize and organize numerous varied assignments; basic accounting knowledge.
- POSITION RESPONSIBILITIES:** Under the supervision of the Director of Student Activities, the Student Services Assistant responsibilities include, but are not limited to, the following:
- Assist with day-to-day operations of the Office of Student Activities including screening of phone calls, opening and distribution of mail, conducting basic financial transactions, reviewing documents for accuracy, maintaining calendars, and greeting of visitors
 - Assist with the coordination of student activities events, from start to finish
 - Perform basic accounting functions, including processing of financial request forms, reimbursement forms, and fund deposits
 - Assist with monthly newsletter, including gathering information and photos for articles and working with student contributors
 - Maintain office records, paperwork, and equipment
 - Performs other related duties as assigned
- TO APPLY:** **To apply, please submit the follow documents electronically:**
- 1) Cover Letter
 - 2) Resume
 - 3) Typed Board of Regents Employment Application, available at:
<https://www.nwcc.edu/human-resources/employee-forms/>
 - 4) Unofficial Transcripts from each Degree-Granting Institution
- You may email your application package to NW-HumanResources@nwcc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer. M/F.

Protected group members are strongly encouraged to apply.

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