



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

Date Posted: December 12, 2018

POSITION: **Program Assistant/Bookkeeper (Educational Assistant)
Part-Time (12 hours/week), Grant-Funded, 12-Month Contract**

SALARY: \$24.94 per hour

**ANTICIPATED
STARTING DATE:** March 1, 2019

**APPLICATION
DEADLINE:** February 1, 2019

**MINIMUM
QUALIFICATIONS:** Seeking an experienced, part-time Program Assistant/Bookkeeper to assist in managing day-to-day record keeping, budget maintenance and program assistance for the Workforce Investment Opportunity Act (WIOA) Youth Program Team Success Scholars (TSS) grant, which is funded by the Northwest Regional Workforce Investment Board (NRWIB). Important qualifications for this position include confidentiality, excellent organizational skills, and accuracy. Applicants should be proficient in Microsoft Office Word and Excel, as well as basic accounting principles. In addition, they should have the ability to communicate clearly and effectively with student participants and College staff as needed. Preferred Associate's degree and an understanding of the community college environment. This position is located in NCCC's Academic Success Center.

POSITION

RESPONSIBILITIES: Under the supervision of the Team Success Scholars Program Director, the responsibilities and duties for this position include, but are not limited to, the following:

- Create master reference sheet for completion of monthly attendance sheets for all Team Success Scholars;
- Reconcile monthly reports of expenditures;
- Complete quarterly education and employment follow-up reports for exited Team Success Scholars for one year following their exit from the TSS program;
- Process paperwork for completion of purchase requisitions, purchase orders, and payment of invoices; Post to appropriate journals and/or ledgers;
- Post and monitor student expenditures;
- Timesheets: Collect timesheets, post pay-period amounts, and monitor balances of those students who are working under grant funds;
- Complete worksite agreements as required under the grant;
- Job will also include assistance with recruitment, phone calling, and filing as needed;
- Ability to be part of a highly effective team.

TO APPLY: **To apply, please submit the follow documents electronically:**

- 1) Cover Letter
- 2) Resume
- 3) Typed NCCC/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