



Job Posting Announcement: 7/14/2016
Continuing Education Programs Assistant
(Special Appointment/Educational Assistant Position - CCP 14)
(12 month, non-tenure track)

Quinebaug Valley Community College is a public two-year college supported by the State of Connecticut and governed by the Board of Regents. The College is accredited by NEASC and is one of 17 institutions in the Connecticut State Colleges and University (CSCU) system. QVCC is located in the Northeastern corner of the state, a rural and beautiful part of Connecticut and New England.

MINIMUM QUALIFICATIONS:

Associate's degree in an appropriately related field together with up to two years of related experience.

REQUIRED SKILLS: Demonstrated fundamental knowledge of student records, admission and registration practices and methods accepted by the higher education field; Demonstrated understanding of credit-free programming in a higher education environment; Demonstrated skill in operating computerized and manual systems for collecting, preserving and reporting data; Demonstrated skill in organizing and developing an efficient office filing system; Strong information technology literacy skills; Strong verbal, written and phone communication skills; Strong interpersonal skills working with diverse constituents of students and community partners; Strong ability to work independently, as well as collaboratively, and exercise good judgement; Strong attention to detail; Demonstrated ability to interact favorably with faculty, administrators, staff, students and public.

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

MINIMUM SALARY: Approximate annual \$45,787 plus State of CT benefits

APPLICATION DEADLINE: **July 29, 2016**

APPLICATION PROCEDURE:

Email a completed [Community College Employment Application](#), a current résumé, cover letter and unofficial transcript(s) to:

Lois Kelley, Human Resources Assistant

lkelly@qvcc.commnet.edu

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, EEO Officer and Title IX Coordinator, pmartland@qvcc.edu, 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239