

Announcement of Position Opening

POSITION: STRONG CT Assistant (Educational Assistant)
Temporary Position (10 month position)

**ANTICIPATED
STARTING DATE:** November 2008

**MINIMUM
QUALIFICATIONS:** Bachelor's degree and at least one year's experience in higher education or a business setting. Incumbents are expected to have effective computer skills; have effective oral and written communication; work effectively with others; have excellent organizational skills and administrative record keeping experience; and have the ability to take initiative and work independently.

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.

RESPONSIBILITIES: The STRONG CT (Science and Technology Reaching Out to New Generations in Connecticut) Program aims to increase enrollment, retention and graduation rates of first generation and historically under represented student populations in the life science disciplines. The STRONG CT Program Assistant will report to the Program Director and will assist with program planning including student recruitment, administration, and student development. Position will be shared between Quinebaug Valley Community College and Three Rivers Community College. It will include travel to QVCC, TRCC, University of CT and various area high schools.

SALARY: \$23.76/Hour, 19 Hours per Week, 10 Months (schedule flexibility may be required)
Includes State Benefits

**APPLICATION
PROCEDURE:** 1. Submit a Connecticut Community College Application along with a current resume and letter of intent, and include copies of transcripts and names and telephone numbers of references and mail to:

Human Resources
ATTN: Jennifer Hyatt
Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239
Jhyatt@qvcc.commnet.edu

2. Application and job description may be found at <http://www.qvcc.commnet.edu>.
3. As soon as application materials and credentials have been received and screened, interviews will be arranged with selected applicants.

**APPLICATION
DEADLINE:** Applications must be postmarked by October 17, 2009

**QVCC IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

INFO ON QVCC'S WEBSITE IS AVAILABLE AT <http://www.qvcc.commnet.edu>.