Three Rivers Community College

ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Educational Assistant – Continuing Education Assistant (CC 16 - 12 Month Non-Tenure Track position)

STARTING DATE: Ongoing recruitment

MINIMUM QUALIFICATIONS: Bachelor’s Degree in an appropriate discipline with one to four years of office administration experience. Preferred qualifications include continuing education / workforce development administrative experience in a community college with expertise using the Banner Student Information System.

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 Continuing Education Assistant is accountable for contributing to the successful operation of the College’s continuing education / workforce development programs by effective performance in these essential functional areas:

• Communication and marketing of continuing education programs;
• Registration;
• Administrative support.

MINIMUM SALARY: $55,656 approximate annual.

APPLICATION PROCEDURE: Send letter of intent, resume, names and address of three references, college transcripts, and completed application form to:

Barbara Billups - Human Resources Office
Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360

Application form is available here: http://www.ct.edu/files/pdfs/Employment-Application.pdf

APPLICATION DEADLINE: Review of applications will begin immediately and continue until the position is filled.

Three Rivers College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

Three Rivers 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.