



ANNOUNCEMENT OF POSITION OPENING

**Executive Assistant/Staff Liaison
Office of the Chief Executive Officer
12 Month, Management Confidential Appointment
40 hours a week**

**MINIMUM
QUALIFICATIONS:**

A Bachelor's degree or an equivalent in an appropriately related field together with two to four years of related experience in the areas of office administration/project management, executive communication skills, and administrative skills that ensure the successful operation of the office of the CEO in relation to the overall operation of the college. Demonstrated knowledge of policies and procedures related to academia and experience working with underserved and underprepared student populations. Excellent written and oral communication skills as well as exceptional organizational skills. Demonstrated ability preparing reports, grant applications, and presentations. Significant experience and training with data and presentation software is required.

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 to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Executive Assistant to the CEO is responsible for the overall operation of the CEO's office, relieving him or her of administrative details; acts as a professional and confidential support person including maintenance and creation of files, correspondence, reports and data; Receives and analyzes correspondence initiating appropriate action such as directing to appropriate administrators, preparing routine correspondence and responding to routine inquiries; compiles and coordinates data for action by the CEO; in the CEO's absence directs correspondence to those individuals responsible. Schedules meetings and conferences as required and assists in coordination of these activities; assists the CEO in maintaining liaison with the Board of Regents, staff at other colleges, students, state agencies and the public; assists in the coordination of special events, and in the preparation of reports; acts as representative of the college by providing supportive services to the CEO in sensitive situation and in maintaining communication and supplying information in routine contacts. The individual will provide logistical coordination of the Equity Center and will work on specific projects in support of the Capital Community College Foundation and Public Relations Department on the CEO's behalf. Schedule flexibility to accommodate some evening events is required.

MINIMUM SALARY: \$53,200.00 approximate annual

ANTICIPATED STARTING DATE: November 2018

TO APPLY: Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

**Josephine Agnello-Veley, Director of Human Resources
Capital Community College, 950 Main Street, Hartford, CT 06103
Email: CA-HRApplclicant@capitalcc.edu**

APPLICATION DEADLINE: Letter of application must be postmarked no later than Friday, **October 26, 2018**

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

Capital 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. The following person has been designated to handle inquiries regarding the non-discrimination policies: Josephine Agnello-Veley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 214, Tel. (860) 906-5002; E-mail: jagnello-veley@Capitalcc.edu