



## ANNOUNCEMENT OF POSITION OPENING

**CC Educational Assistant  
(Advancement Assistant)  
Temporary Part-time, 15 hours per week  
Non-Tenure Track Position**

**ANTICIPATED STARTING DATE:** October 2018

**MINIMUM QUALIFICATIONS:**

The incumbent is required to have demonstrated knowledge, skills and abilities in the following areas: Office administration; Personal computer application in office operations; Effective oral and written communications. These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

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

**RESPONSIBILITIES:**

The Advancement Assistant works under the direction of the Director of Institutional Advancement. The position has substantial relationships with students, faculty and staff and volunteers. The incumbent is expected to represent the College in a positive manner and to collaborate with the CEO, Dean and Academic and Student Services departments. The Advancement Assistant is accountable for contributing to the successful operation of the College's Advancement office by effective performance in these essential functional areas: Fundraising and event planning; Communication with internal and external constituencies, Administrative support. In addition, this position is required to carry out the essential duties of: Service on assigned committees and task forces; Attendance and participation of committee, staff, informational and professional meetings. These may involve attendance at evening or weekend events. The incumbent is required to maintain complete confidentiality of donor records and other information of a confidential nature.

**MINIMUM SALARY:** \$24.94 per hour

**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:

**Mr. John McNamara**  
Director of Institutional Advancement  
Capital Community College  
950 Main Street  
Hartford, CT 06103

**APPLICATION**

**DEADLINE:** Letter of application must be postmarked no later than **September 28, 2018**.

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-vey@Capitalcc.edu](mailto:jagnello-vey@Capitalcc.edu)