



ANNOUNCEMENT OF POSITION OPENING

Educational Assistant/Grant Funded/SNAP Scholarship Program Data and Career Services Specialist, Equates to CCP 16-12 month (2 Positions) Special Appointment, 35 hours a week, Full Time

MINIMUM QUALIFICATIONS:

A bachelor's degree in education, business, psychology, sociology or human service. Demonstrated understanding of community colleges; excellent interpersonal and communication skills; ability to work with a culturally and ethnically diverse population; Ability to lead/facilitate workshops and work with groups; Ability to work one-on-one with students and provide ongoing support and career guidance; Computer and database management skills. Experience developing/maintaining career pathways with employers is preferred.

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 Data and Career Services Specialist will support SNAP Employment and Training program by assisting students gain skills, training and experience that leads to a career and financial independence. Duties include: (1) assist in managing student cases as well as prepare and sort documents for data entry; (2) input and maintain data into multiple databases for processing and management on a timely basis; (3) resolve information discrepancies and seek gather incomplete data; (4) Manage and organize records, prepare reports in a timely fashion; (5) Assist in analyzing statistical data and measure to determine program efficiencies; (6) respond to informational inquiries from clients, funding sources, community based agencies, schools, etc.; (7) research job opportunities for current students as well as maintain connections with employers to create job opportunities for students; (8) track students' employment status, job interviews, and need for additional support. Incumbent will work under the supervision the SNAP Scholarship Program Coordinator. Occasional evening and weekend hours may be required.

MINIMUM SALARY: \$53,774.00 annually

STARTING DATE: February 2019

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

No phone inquiries; please submit only one application package.

REVISED APPLICATION DEADLINE: Application must be postmarked no later than January 15, 2019

**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.