

C O N N T A C



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CONNTAC – Educational Opportunity Center

*Providing Free Educational Counseling and Career Planning Services
for Connecticut Residents*

PLEASE POST

ANTICIPATED POSITION ANNOUNCEMENT Revised 2/2012

POSITION: Administrative Assistant – Temporary, Part-Time
HOURS: 20 to 30 hours / week between 8:00 am to 4:00 pm
SALARY RANGE: \$10-\$18 per hour (commensurate with experience)
LOCATION: Central Office Headquarters located in Meriden
STARTING DATE: ASAP

Minimum Qualifications:

- Associate's degree preferred. High school diploma accepted.
- Have at least two years of secretarial, clerical and/or office management experience.
- Type minimum of 45 wpm.
- Demonstrated ability and skill in effectively working with business computer programs: Microsoft Office programs (Word, Excel, Access, and Power Point)
- Demonstrated ability and skill in effectively working with databases and demonstrated ability and skill in effectively working with financial accounting programs.
- Sensitive to the needs of multicultural, low-income first generation college bound individuals.
- Demonstrated ability to communicate effectively with staff, clients and the community
- Demonstrated ability to write effectively in order to troubleshoot and resolve issues related to tasks and assignments.

Responsibilities:

- Report to Executive Program Director.
- Maintain accounting system of yearly funds awarded to program.
- Maintain a record-keeping system of staff attendance and documentation of accumulated sick and vacation days.
- Prepare paperwork to pay bills and staff travel reimbursements.
- Supervise clerical support staff (college work study, volunteer and part-time).
- Maintain a record-keeping system for health benefits for all staff.
- Purchase equipment and supplies for office/offices and maintain an inventory control system.
- Assess work production and recommend beneficial changes in systems.
- Arrange and coordinate agency meetings
- Provide counseling staff with daily account of phone messages and incoming mail.
- Record and transcribe minutes of staff meetings, joint agency meetings and update statistical documentation system of EOC field sites.
- Prepare and order programmatic software materials.
- Type outgoing and interoffice correspondence.
- Date and distribute incoming mail.
- Attend joint staff meetings.
- Participate in ongoing orientation appropriate to fulfill the goals of the project.
- Perform general office maintenance responsibilities of the Central Office location. This includes: vacuuming, daily upkeep of kitchenette, daily removal of trash.
- Perform other related tasks as assigned.

To Apply:

Forward a letter of intent, resume, **NAMES ONLY** of three (3) professional references and salary requirement by e-mail or regular mail to: wclaxton@conntacinc.org or **CONNTAC-Educational Opportunity Center, 35 Pleasant Street Unit 1-C, Meriden, CT 06450. No faxes please.**

CLOSING DATE: Applications will be accepted until position is filled.

*The Connecticut Talent Assistance Cooperative, Inc (CONNTAC, Inc.) is
an Affirmative Action / Equal Opportunity Employer*