



**MIDDLESEX COMMUNITY COLLEGE
EDUCATIONAL ASSISTANT – SNAP COORDINATOR**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457
- Hours:** Part-Time, 17 hours per week
- Salary:** \$28.88 per hour, plus participation
- Closing Date:** January 20, 2017: Review of applications will begin immediately. Applications will be accepted until the position is filled, but no later than Friday January 20, 2017.
- General Requirements:** Bachelor's degree in Social Services or closely related field together with two to four years' experience in social service programs. Demonstrated fluency in Microsoft Office; to include word, excel and power point. Excellent communication, public speaking and presentation skills; and experience with outreach and program implementation. Self-starter with capacity to become independently educated in MxCC program offerings, SNAP program and grant deliverables. Proven ability to work independently, work on deadline and be a good manager of their own time; effectiveness in establishing and managing relationships with external grant partners; strong strategic-thinking and project management skills; work with a diverse population of clients and consistent attention to detail. This position requires a valid Connecticut driver's license and frequent in-state travel.
- Preferences include** experience working within a grant funded project, including program implementation, outreach, achieving grant deliverables and end of program reporting.
- General Responsibilities:** Administers all aspects of grant with minimal supervision. Works with area Department of Social Service office to identify potential candidates for available programs. Develops marketing materials to inform this population of the grant and training opportunities available at the college. Distributes informational material to municipalities, and interested parties in the service area. Provides presentations to small groups and individuals, as needed. Screens candidates for eligibility for the grant program, assesses abilities, educational level and potential barriers. Provides individual career coaching throughout the training and job-seeking phases of the SNAP program. Maintains confidentiality of all personal and financial information of clients. Collaborates with Enrollment Services and the Business Office to ensure that the clients are registered in a timely fashion. Assists client with enrollment process, health forms, uniforms, supplies, etc. Responsible for ensuring that each student has a textbook. Meets with SNAP participants on a regular basis to discuss attendance and progress in the course. Maintains a confidential file on each participant with a narrative of all contacts. Develops and maintains a spread sheet of grant awardees and documents progress. Surveys students three months after completion of their training. Submits reports monthly, quarterly and annually throughout the grant cycle. Any additional duties as directed by supervisor to fulfill the grant deliverables.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** **Send letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to:**
- Noreen Wilson, Administrative Assistant
Human Resources, Middlesex Community College, 100 Training Hill Road
Middletown, CT 06457 Or, email: MX-HR-Recruitment@mxcc.commnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER,
M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex 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, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.