



**Middlesex Community College  
Educational Assistant – Non Credit Programs  
Part-Time – 15 hours per week**

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

**Open To:** The Public  
**Location:** Middlesex Community College (Middletown and MxCC@Platt)  
**Hours:** Part-Time, 15 hours per week  
**Salary:** \$24.94 per hour  
**Closing Date:** March 30, 2018

**General Requirements:** Associate's degree in an appropriately related field and up to two (2) years of relevant experience in adult education workforce development or healthcare. Competency with MS Word, Excel and PowerPoint; excellent written and oral communication skills; self-starter with desire to become educated about MxCC non-credit offerings and activities; accomplished customer service professional with ability to provide quality service to students, non-credit lecturers, and community partners. Must possess a valid driver's license as travel to off-campus locations for events and activities is required.

**Special Requirements:** Preferred skills include experience with continuing education programs and/or workforce development.

**General Responsibilities:** Provide operational support to the Non-Credit Programming division at Middlesex Community College. The selected candidate shall develop and maintain a detailed knowledge of all non-credit programs, including scheduling and funding sources and have the ability to communicate program offerings to constituents; provide administrative and programmatic support to the Director of Non-Credit Programs, instructors and students and troubleshoot logistical issues that may arise, including room conflicts and scheduling; inventory issues, and classroom and instructor preparedness. Respond to all calls and emails regarding non-credit programs with a focus on increased enrollment; establish relationships with third party funders (WIOA, TAA, HCAP, CRT, and WFC); meet with students who have obtained funding and coordinate enrollment; complete required reporting requirements; provide outreach in the absence of the director; coordinate recognition ceremonies.

**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.

**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](mailto:MX-HR-Recruitment@mxcc.commnet.edu)

For more information about Middlesex Community College please visit our website, [www.mxcc.edu](http://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](mailto:amaslin@mxcc.edu); 860-343-5759 or Anastasia Pych, Secondary Title IX Coordinator, [apych@mxcc.edu](mailto:apych@mxcc.edu), 860-343-5751.