ANNOUNCEMENT OF ANTICIPATED POSITION OPENING
Date Posted: 2/27/2020

POSITION: Continuing Education Assistant – Allied Health & CE Programs (Part-Time)
(Educational Assistant, CCP-16, 30 hours per week)

MINIMUM QUALIFICATIONS: Registered Nurse licensed in CT with a minimum of three years of nursing experience, at least one year of which must be in a chronic and convalescent nursing home or rest home with nursing supervision. Must have completed a course in teaching adults or supervising allied health professionals. One to four years of related office administration experience preferred. Excellent oral and written communication skills. Strong information literacy skills.

RESPONSIBILITIES: Under the supervision of the Dean of Workforce Development and Continuing Education, the incumbent is responsible for the communication, marketing, registration and administrative services of the College’s Allied Healthcare Career and Continuing Education Programs.

The responsibilities include, but are not limited to, the following:
1. Ability to substitute as program instructor for C.N.A. programs, when needed.
2. Assist in classroom, clinical supervision and evaluation of both students and instructors.
3. Communicate with program instructors regarding teaching availability, syllabi, course schedules, student progress and clinical/classroom make-ups.
4. Interface with Marketing and Public Relations Department in creating program news releases, flyers, updating sell sheets, and monitoring the Allied Health and CE website.
5. Conduct information sessions, attend Career Fairs, and Open Houses.
6. Assist with the registration of students; review registration and health forms for completeness.
7. Maintain student records in compliance with college policies.
8. Other duties as assigned.

The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

MINIMUM SALARY: $30.46 per hour, including State of CT benefits package

TO APPLY: Submit a cover letter, current resume, CSCU employment application (available here: http://www.ct.edu/files/pdfs/Employment-Application.pdf), and contact information for three (3) professional references to:

Tunxis Community College
c/o Human Resource Department (Search #96278)
271 Scott Swamp Road
Farmington, CT 06032

Or email application packet to: TX-HR@tunxis.edu

APPLICATION DEADLINE: Open until filled

For more information about Tunxis Community College, please visit our website: www.tunxis.edu

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PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY