ANNOUNCEMENT OF ANTICIPATED POSITION OPENING  
REPOSTED: 6/18/20

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

MINIMUM QUALIFICATIONS: Bachelor's degree in an appropriately related field, together with one to four years of related office administrative experience. Excellent oral and written communication skills. Proficient in Microsoft office including, Excel, and Word. Strong information literacy skills. Experience in Allied Health Education. Licensed Practical Nurse or Registered Nurse licensed in CT preferred but not required, with experience teaching or supervising CNA.

RESPONSIBILITIES: Under the supervision of the Director of Workforce Development and Non-Credit Programs, 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: $31.53 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 electronically to: tx-hr@tunxis.edu  Search # 96278

APPLICATION DEADLINE: Open until filled

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

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