CENTER FOR COMMUNITY ENGAGEMENT AND SOCIAL RESEARCH: UNIVERSITY ASSISTANT

Hours: 19 hours per week; occasional weekend and evenings

Salary: $18 per hour

Responsibilities: The Center for Community Engagement and Social Research (CCESR) seeks a University Assistant to oversee campus-wide internship tracking and coordinate the Community-Service Work-Study (CSWS) program. Will assist with administrative aspects of the CSWS program. Will act as liaison to the Career Development Office at Central. Facilitate CCESR's CSWS working group to review policies, procedures, and enhancements to the CSWS and other internship programs. Performs other related duties and responsibilities as assigned with an understanding of the flexibility of hours needed.

Required Qualifications:

Higher education or related work experience, excellent oral and written communication skills and organizational skills; ability to multi-task and perform detail-oriented work. Ability to perform duties requiring use of various computer software systems and databases: experience working Microsoft Office suite, including Excel.

To Apply:

Please submit a letter of application, resume, and names of three references including phone numbers and email addresses to: Beth Merenstein, AVP for Community Engagement and Experiential Learning and the Executive Director of the Center for Community Engagement and Social Research via email: merensteinb@ccsu.edu.

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted. **Incomplete applications will *not* be considered. Faxed or mailed copies will *not* be accepted.**

Applications will be accepted until the position is filled.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.