



The Office of Professional Education – University Assistant (UA)

Hours: Average 19 hours per week, with flexibility for less or more hours each week based on need.

About the Role:

The Office of Professional Education is seeking a University Assistant to assist in the marketing, coordination, and administrative duties of the Life & Leisure, Scholars For Life! Program.

This program targets the community of life-long learners that want to attend University programs to continue learning, maintain connections, and be involved with the campus.

Events may be in the evening, so the hours are flexible.

Responsibilities Include:

- Assisting with outreach to the community about events using a variety of software platforms, email, and phone.
- Assisting with program coordination, a variety of marketing efforts, and basic office support.
- Assisting in the planning and developing of new events.
- Occasionally supporting other programs within the Professional Education department.

Preferred Criteria:

- The ideal candidate will have experience with office software such as Microsoft Office and marketing software, and the desire and willingness to learn additional programs.
- Experience in, or the ability to learn programs such as Excel, Constant Contact, Salesforce, and Microsoft Office/Outlook is necessary.
- The ability to interact with a variety of people at all ages with excellent oral and written communication skills.

This position also requires flexibility in working hours. The incumbent in this position is not expected to work every event, but to support events and maintain relationships with the community.

To Apply:

Please submit your resume to Christa Sterling, Director of Professional Education, via email: csterling@ccsu.ed. References will be required for final candidates.

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted.

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.