



State of Connecticut Office of Higher Education

Job Opportunity: Temporary Employee

Open To: The Public
Location: 450 Columbus Blvd, Hartford, CT
Hours: Durational (10-20 hours/week)
Salary: \$17/hour
Closing Date: September 8, 2023

General Information:

The Office of Higher Education (OHE) is seeking a temporary employee for a period of 6 months with an anticipated start date of September 13, 2023. This person will be responsible for the following activities within the State Approving Agency (SAA) unit:

- Providing technical assistance to clients.
- Assisting in routine functions, including data entry.
- Clerical activities, which include filing, scanning, and sorting of documents.
- Special projects that could include creation of manuals for use with the SAA database.
- Other duties as assigned.

This is a temporary position that is not eligible for any fringe benefits. Hours are flexible between 8:00 am and 4:30 pm during regular business days at 450 Columbus Blvd, Hartford, CT.

Reports to: Senior Associate/Director of SAA

Minimum Qualifications: High school diploma.

Knowledge, Skill, and Ability:

- Proficient in Microsoft Office applications, including Word and Excel.
- Have a foundational understanding of database systems.
- Considerable interpersonal skills.
- Strong organizational skills.
- Ability to effectively communicate complex ideas, processes and workflows both verbally and in writing.

Application Instructions: Interested candidates should email information including a letter describing their interest in and qualifications for the position, a resume, and contact information, including email addresses and telephone numbers for three (3) professional references. **Send materials to Sean Seepersad, PhD – sean.seepersad@ct.gov**

The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.

Ned Lamont, Governor · Timothy D. Larson, Executive Director
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www.ohe.ct.gov

An Equal Opportunity Employer