



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3020

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Office of Student Services

POSITION:

Reading Room Assistant
Reading Room

ANTICIPATED

STARTING DATE:

Fall 2019

PURPOSE:

The Reading Room Assistants would work day and/or evening hours providing general assistance to the college Reading Room Department. The Reading Room Assistant will report to the coordinator and/or the Program supervisor. The position consists of the following duties:

MINIMUM

QUALIFICATIONS:

- Resume, background check and application kept on file
- Must be physically able to handle the demands of working with multi-age ranges in children. Examples: lifting, squatting, sitting in small chairs, kneeling, bending, running, etc.
- Prior experience working with children from ages 3 years old and older
- Flexible with availability
- Fingerprinted by Enfield Police department with a copy put in employee file
- Up-to date TB Tine test on file
- Child CPR certified recommended
- Requirements as requested by supervisor

RESPONSIBILITIES:

- Provide care for children enrolled in the Reading Room
- Assist in supervising activities, crafts, and games as instructed by supervisor and program assistant
- Assist children in keeping room clean, organized, and safe
- Maintain confidentiality
- Assist with all day and evening curricular activities
- Provide input to report, record, and document developmental progress of children as instructed
- Monitor, supervise, document and assist parents, volunteers and interns
- Foster an educationally rich environment that encourages growth and security
- Assist supervisor as directed

MINIMUM SALARY: \$11.00/hour

TO APPLY:

Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

APPLICATION

DEADLINE:

Please submit materials to the Financial Aid Office until position(s) are filled.

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.