



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3020

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Office of Student Services

POSITION:	Women's Leadership Institute Assistant Student Worker Part-Time (10 hours per week)
ANTICIPATED STARTING DATE:	Summer 2021
PURPOSE:	The principal focus of the position is to support the students, staff and facilitators involved in the Women's Leadership Institute. The person in this position will often times support the Director of Student Activities regarding the Women's Leadership Institute.
MINIMUM QUALIFICATIONS:	Excellent interpersonal and communication skills. Desire to help current students, staff, and facilitators. Dependable, on time and able to work a relatively consistent schedule. Must be able to work independently. High degree of attention to detail. Literate in Microsoft Word, Excel, and PowerPoint. Ability to handle information of a confidential nature appropriately. Must be able to work virtually on Microsoft Teams (training will be provided) Saturdays in September, October and November 8:00 a.m. – 1:00 p.m.
RESPONSIBILITIES:	Run technology (training will be provided) for Saturday leadership virtual classes. Assemble and distribute facilitator virtual materials, fill virtual binders. Load facilitator power points, etc. to computer. Meet virtually with facilitators during the week to assist with virtual presentations. Create and maintain records for attendance. Set up 2021 data files using 2020 files as templates. Enter, maintain and analyze excel data file with student contact information and student evaluation results. Help plan and execute program graduation. Clerical support to Director of Student Activities as pertains to the Women's Leadership Institute needs.
MINIMUM SALARY:	\$12.00/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 the position is filled at as-finaid@acc.commnet.edu.

**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: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082