



## **ANNOUNCEMENT OF ANTICIPATED POSITION OPENING**

**Date Posted: October 2, 2017**

**Position:** **CT Office of Rural Health Program Assistant (Part-Time)**  
Educational Assistant - Grant Funded Position  
17.5 hours/week with potential for job advancement

**Anticipated Start Date:** January 16, 2018

### **Minimum Qualifications**

A minimum of a Bachelor's degree in nursing or a health related field from an accredited college or university. Three year's work experience in the health care field. Experience with grant writing and grant management, particularly federal grants. Effective oral, written and organizational skills. Demonstrated proficiency in computer skills; Microsoft Office Word and Excel. Knowledge of state and federal health care delivery systems, particularly rural health issues. Ability to work independently and establish effective cooperative working relationships with key stakeholders, public and private health care providers, state officials, community members and other groups.

### **Responsibilities**

The CT-ORH Program Assistant responsibilities include, but are not limited to, the following: Providing support to the CT-ORH Manager to execute the daily operations of the office including grants management, record keeping, meeting facilitation; maintaining the office website with current rural relevant information; attending the CT-ORH advisory board meetings, recording and disseminating meeting minutes; collecting and disseminating information on rural health care issues, research findings related to rural health care, and innovative approaches to the delivery of health care in rural areas, recording and tracking technical assistance provided to rural health care professionals, organizations, key stakeholders, partners and individuals with an interest in rural health; representing the CT-ORH at local, state, regional and national meetings as needed; researching rural health grants and other funding opportunities; maintaining the office contact data base and list serves; contributing to the writing and publishing of the CT-ORH annual report and performing other related administrative duties as requested.

### **Salary**

\$28.88 - \$34.59 per hour (based on experience). Excellent medical insurance, retirement and related fringe benefits.

### **To Apply, Please Submit the Following Electronically by 4:00 pm Friday, October 27, 2017:**

Only complete application packages will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- 1) Cover Letter
- 2) Resume
- 3) Names and contact info of three (3) professional references
- 4) Typed Board of Regents Employment Application, available at:  
<http://www.nwcc.edu/about-nccc/human-resources/employee-forms>
- 5) Unofficial Transcripts from each Degree-Granting Institution

**Please email your application package to [mwinar@nwcc.edu](mailto:mwinar@nwcc.edu)**

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