



State of Connecticut Office of Higher Education

Job Opportunity

Temporary Durational Employee

Open To: The Public
Location: 450 Columbus Blvd, Hartford, CT
Hours: Summer Durational (20-40 hours/week)
Salary: \$15/hour
Closing Date: Open until filled

General Information:

The Office of Higher Education (OHE) is seeking a temporary durational employee until June 30, 2021. This person will be responsible for the following:

- Assisting in routine functions of the Academic Affairs division, such as assisting with transcript requests.
- Clerical activities, which include filing, scanning, and sorting of documents.
- Special projects that include conducting research and writing reports
- Other duties as assigned.

This is a temporary, durational position that is not eligible for any fringe benefits. Hours are flexible between 8:00 am and 4:30 pm during regular business days. There is some flexibility between teleworking and working in the office.

Reports to: Division Director of Academic Affairs

Minimum Qualifications: High school diploma.

Application Instructions: Interested candidates should send or 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.

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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
450 Columbus Boulevard · Suite 707 · Hartford, CT 06103-1841

www.ctohe.org

An Equal Opportunity Employer