

## Announcement of Position Opening

- Position:** Educational Assistant  
Institutional Advancement, non-tenure track  
Open to the Public
- Anticipated Starting Date:** Friday, February 24, 2012
- Minimum Qualifications:** Associates Degree in accounting or related field. One year of experience working with QuickBooks, DonorPerfect, preferably in a secondary or a college environment. Basic computer skills including Microsoft Suite and e-mail as well as the ability to analyze and gather data utilizing an Excel database. Prepare financial reports and maintain records of donor files.
- Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Responsibilities:** Office management responsibilities which include processing donations and bank deposits; preparing donor gift acknowledgements with receipts; entry, update and maintenance of donor records (both electronic and hard copy); prepare financial reports.
- Attendance at all Middlesex Community College Foundation events and meetings (including evenings and weekends); execution of gift entry from beginning to end; maintenance of accurate donor records (gifts, donor lists including email addresses and other contact information, etc.); execution of communication plan elements such as mail merges for fundraising campaigns; supporting the Foundation audit and board of directors to include preparation and delivery of reports; provide assistance to Foundation officers, board members, and college administrators as needed; establish and maintain relationships with donors, Foundation board members. Some travel to the shoreline and Meriden Center is required.
- Salary:** \$21.54 per hour, 17 hours a week including some evening and weekend hours, no benefits
- Application Procedure:** **Send Board of Trustees application** ([http://www.mxcc.commnet.edu/images/customer-files/application\\_employment.pdf](http://www.mxcc.commnet.edu/images/customer-files/application_employment.pdf)), resume, college transcripts, and three current references to:
- Greg Kline  
Director of Institutional Advancement  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
Or, email at: [gkline@mxcc.commnet.edu](mailto:gkline@mxcc.commnet.edu)  
Or, fax (860) 344-2789
- Applications will be accepted until position is filled.

For more information about Middlesex Community College, see our World Wide

Web Site at: [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

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