



Scholarship and Administrative Assistant Position Description

The Norwalk Community College Foundation, Inc. (NCCF) is a 501(c) (3) corporation that supports and raises funds for the benefit of CT State Community College- Norwalk (CT State Norwalk), its students, faculty, and programs, to further the educational purposes of CT State Norwalk.

The Scholarship and Administrative Assistant position is an exciting opportunity to join the dedicated team of the Norwalk Community College Foundation. The position is part-time (20 hours/week), non-exempt position reporting jointly to the Scholarship Manager and the CEO. The Scholarship and Administrative Assistant works collaboratively with the team to provide excellent customer service to scholarship applicants and recipients, provide front desk phone and reception functions, and to provide support to complete special projects in other Foundation areas.

Duties and Responsibilities:

- Cover the front desk as needed: answer and direct phone calls, greet, answer questions, and/or direct walk-in visitors.
- When on duty, address scholarship inquiries from current or prospective applicants, recipients, and the faculty/staff supporting them.
- During open scholarship application periods, provide drop-in or by-appointment application technical assistance sessions.
- Assist with producing scholarship materials in English and Spanish.
- Complete special projects as assigned.

Knowledge – Skills & Abilities

- Commitment to the mission and dedication to partnership with the College and its faculty, staff, and students.
- Familiarity with CT State Norwalk and the Norwalk Community College Foundation scholarship process preferred.
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills and the ability to problem-solve on behalf of oneself and the Foundation's customers and stakeholders. Ability to deliver a high volume of high-quality work within designated timelines.
- Self-starter that meets deadlines and has excellent organization, attention to detail, and teamwork skills.
- Excellent computer skills, including in-depth knowledge of all Microsoft Office, G-Suite, Zoom, etc.

Compensation and Benefits

The position is a part-time, hourly, non-exempt position with the potential to be full-time. The base hourly rate is \$18 - \$20 per hour, depending on relevant qualifications and experience

To Apply

Please submit a resume and cover letter via email to nccfoundation@ctstate.edu. Submissions will be accepted until the position is filled; however, we encourage you to submit as soon as possible.

The Norwalk Community College Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.