Job Opportunity

Consultant

Open To: The Public
Location: 450 Columbus Blvd, Hartford, CT
Hours: Full-Time (40 hours/week)
Salary: $56,832 - $85,247
Closing Date: May 21, 2021

The Office of Higher Education (OHE) is seeking a Consultant to serve as a postsecondary occupational school officer for the Office of Higher Education. The Consultant will be responsible for the following:

- Serve as the first line of communication with the public, including collecting physical and electronic mail and disseminating to proper staff, monitoring phone lines, answering questions, and directing calls as appropriate.
- Design office filing systems; organize and maintain files (including confidential files); maintain, update and review references materials and manuals.
- Compose complex letters, memoranda, or reports.
- Scheduling and coordinating meetings.
- Serve a consulting role to individuals and organizations that are looking to open a new postsecondary occupational school.
- Ensure regulatory compliance at postsecondary occupational schools.
- Be responsible for finding and investigating illegal schools and getting them into compliance with state statutes and regulations.
- Recruit and supervise curriculum specialists.
- Communicate and coordinate activities with other governing agencies.
- Log pertinent data into the agency database and running reports, including school payments.
- Processing student record requests within allotted timeframe.
- Notarizing documents for staff members.
- Other duties as assigned.

Reports to: Chief Academic Officer of Academic Affairs

SELECTION PLAN
- New hires to state service start at the minimum of the pay plan.
- Candidates must meet the minimum experience and training requirements in order to be invited to an interview.
The OHE is unable to provide confirmation of receipt and/or the status of applications during the recruitment process.

For all other inquiries, please contact Sean Seepersad at sean.seepersad@ct.gov; (860) 947-1837.

Minimum Qualifications:

- Bachelor’s Degree in appropriate field, along with a minimum of five (5) years of related experience.
- College training may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
- Must disclose if they are employed, attending or receiving monies from an educational institution in CT in cover letter.

Preferred Knowledge, Skill and Ability:

- Considerable knowledge of office administration and management
- Considerable knowledge of proper grammar, punctuation and spelling, and strong attention to detail
- Considerable knowledge of business communications and business math
- Considerable interpersonal skills
- Ability to operate office equipment which includes personal computers and other electronic equipment
- Ability to operate office suite software
- Ability to take notes and enter data
- Be a Notary Public, or must be willing and qualified to become one
- Travel within the State will be required

Application Instructions:

Interested candidates should email information including a completed application (available here: http://www.ctohe.org/Docs/OHEApplication.pdf), cover 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. All materials must be received by May 21, 2021. Mail or email application materials to:

Sean Seepersad, PhD
Division Director of Academic Affairs
Office of Higher Education
450 Columbus Boulevard, Suite 707
Hartford, CT 06103-1841
Email: sean.seepersad@ct.gov

The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.