



State University of New York

# ERIE COMMUNITY COLLEGE

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## Announcement of Professional Vacancy

#672-01-04-2007

April 25, 2007

### ASSISTANT PROJECT COORDINATOR RPT

(AAECC)

#### NYS DRINKING DRIVER PROGRAM

REGULAR PART-TIME/TEMPORARY  
(20-39 hours per week)

JOB GROUP IX

SALARY \$ 17.63/HOUR

**DESCRIPTION:** The work involves assisting in the coordination, planning, and directing of all components of the NYS Drinking Driver Program. The incumbent, under the direction of a higher ranking administrator, coordinates the activities associated with the operation of Drinking Driver program. Flexible schedule needed for evening and Saturday work requirements. Able to work without direct supervision. Must be able to travel to all ECC campuses. Supervision may be exercised over a small staff. Performs related work as required.

**REQUIREMENTS:** Good knowledge of educational administration; good knowledge of training program development; ability to assist in the coordination and development of skills training programs; ability to coordinate programs and supervise others effectively; sound professional judgment; initiative; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university with an Associates Degree and four (4) years of educational administrative experience.

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Send cover letter referencing **Job#672-01**, ECC Application, resume, unofficial transcripts by: May 24, 2007  
(Official transcripts required prior to employment)

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES  
ERIE COMMUNITY COLLEGE  
4041 SOUTHWESTERN BOULEVARD  
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: [www.ecc.edu](http://www.ecc.edu), [click on Job postings at ECC](#), [click on Application](#)

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.