



### **Polish and Polish American Studies Program – University Assistant (UA)**

Hours: An average of 19 hours per week, with some flexibility based on need.

#### **About the Role:**

The Polish and Polish American Program at Central is seeking a University Assistant to facilitate its promotion, coordination and administrative responsibilities.

This interdisciplinary program focuses on promoting Polish history, culture and politics at Central and within the broader local community.

#### **Responsibilities:**

- Assisting with Program coordination and marketing efforts as well as with office support and administrative tasks.
- Reporting expenses, submitting credit card reports (P-Card) and other accounting tasks.
- Assisting with developing and planning Program events as well as attending them in person.
- Assisting with community outreach and development of partnerships through a variety of platforms, email, phone, and in-person meetings.
- Assisting in crafting promotional material and enhancing the Program's public image through its website, newsletter and social media.
- Collaborating with other departments and faculty at Central to ensure successful events and Program visibility on campus and beyond.

#### **Required Criteria/Skills:**

- Experience with programs such as Excel, Adobe Express and Microsoft Office and Outlook.
- Ability to speak and write in Polish.
- Support for Program events as well as community outreach efforts.
- Attendance at all Program events and related functions unless excused by the Endowed Chair.

#### **Preferred Criteria/Skills:**

- Display of enthusiasm, initiative and flexibility in assisting with Program responsibilities listed above.
- Willingness and ability to interact with supporters of the Program as well as students, faculty, guests (international and domestic), community partners and the broader community.
- Excellent verbal and written communication skills as well as attention to detail.
- Creativity and resourcefulness in crafting posters, flyers, pamphlets, advertisements and other promotional material.

#### **To Apply:**

Please submit your resume to Dr. Karolina Kolpak, Endowed Chair of the Polish and Polish American Studies Program at: [kkolpak@ccsu.edu](mailto:kkolpak@ccsu.edu). Finalists will be invited for online interviews with Dr. Kolpak. Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted.

*As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.*

#### **Polish & Polish American Studies**

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[ccsu.edu/polishstudies](http://ccsu.edu/polishstudies)