

Advertisement by Yale University for the position to replace me  
from Positions Posted as of 12/18/95 (and first appearing 12/15/95)

CLERICAL AND TECHNICAL  
EMPLOYMENT OPPORTUNITIES

SECRETARIAL/CLERICAL

C 6-41074 CT-D SR ADMIN ASSISTANT

COUNCIL ON LATIN AMERICAN STUDIES, 34 HILLHOUSE AVE.

PROVIDE HIGH LEVEL ADMINISTRATIVE AND SECRETARIAL SUPPORT. MAINTAIN POSITIVE COUNCIL CONTACTS WITH FACULTY, STUDENTS, YCIAS, UNIVERSITY, AND EXTERNAL ORGANIZATIONS; MAINTAIN AND ADMINISTER COUNCIL ACCOUNTS, ENDOWMENT FUNDS, GRANTS AND ANY OTHER COUNCIL FUNDS. PREPARE BUDGET; COLLECT INFORMATION AND ASSEMBLE MATERIAL FOR ANNUAL REPORT, GRANT APPLICATIONS, AND GRANT REPORTS. ARRANGE, COORDINATE AND PUBLICIZE SPEAKER SERIES, SEMINARS, FILM SERIES, CONFERENCES, RECEPTIONS AND LUNCH MEETINGS AND OTHER LATIN AMERICAN EVENTS; ASSEMBLE COURSE LISTS; RESPOND TO ALL REQUEST FOR INFORMATION. PREPARE REPORTS; HIRE AND SUPERVISE BURSARY STUDENTS; PRODUCE AND COORDINATE COUNCIL PUBLICITY. ASSIST CHAIR IN FUNDRAISING INITIATIVES. REQUIRED: 6 YRS OF RELATED WORK EXP, 4 OF THEM IN THE SAME JOB FAMILY AT THE NEXT LOWER LEVEL AND A H.S. LEVEL EDUC OR 4 YRS OF RELATED WORK EXP AND AN ASSOCIATE DEGREE OR; LITTLE OR NO WORK EXP AND A BACHELOR DEGREE IN A RELATED FIELD; OR AN EQUIV COMB OF EXP/EDUC; KEYBOARDING SKILLS; WORDPROCESSING AND DESKTOP PUBLISHING SKILLS; WORD, EXCEL, FILEMAKER. KNOWLEDGE OF BUDGETARY PROCEDURES. HIGH LEVEL OF COMPUTER EXP. MUST BE ABLE TO WORK HARMONIOUSLY WITH FACULTY, STUDENTS, OTHER YCIAS OFFICES, YALE DEPARTMENTS, AND EXTERNAL ORGANIZATIONS. ABILITY TO WORK INDEPENDENTLY AND EXERCISE JUDGEMENT. PREFERRED: BA/BS DEGREE; EDUCATION AND WORK EXP IN LATIN AMERICA. ABILITY TO SPEAK SPANISH AND/OR PORTUGUESE. FAMILIARITY WITH DESKTOP PUBLISHING; 2 TO 3 YRS EXP AT THE LEVEL OF ADMINISTRATIVE ASSISTANT AT YALE OR EQUIV POSITION. 37.5 HRS