



CAES

The Connecticut Agricultural Experiment Station

Putting Science to Work for Society since 1875

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SUMMER RESEARCH ASSISTANT **Information Technology and Business Office** ***Anticipated Opening***

The Connecticut Agricultural Experiment Station (CAES) Information Office anticipates having one opening for a Summer Research Assistant. The position will assist with information technology, library, and Business Office duties. Responsibilities will include assisting with our library holdings, scanning documents, updating and posting content to the website, and performing various information technology duties, including troubleshooting software and computer hardware issues, organizing, and filing.

This position has flexible start and end dates between May through October. The work hours are 8:30 a.m. to 4:30 p.m., Monday through Friday (35 hours/week), and the salary is \$17.00 per hour.

To apply, please submit the following: 1) a letter expressing your interest in the position, 2) a résumé summarizing your education and work experience, 3) transcripts, and 4) the names and contact information of three professional references. These should be sent to the attention of:

Mrs. Vickie M. Bomba-Lewandoski, M.S.

The Connecticut Agricultural Experiment Station

123 Huntington Street, New Haven, CT 06511

Phone: 203-974-8447/Email: Vickie.Bomba-Lewandoski@ct.gov

Equal employment opportunity means employment of people without consideration of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status, and workplace hazards to reproductive systems unless the provisions of sec. 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there are bona fide occupational qualifications excluding persons in one of the above protected classes. To file a complaint of discrimination, contact Jason White, Ph.D., Director, The Connecticut Agricultural Experiment Station, 123 Huntington Street, New Haven, CT 06511, (203) 974-8440 (voice), or Jason.White@ct.gov (e-mail). CAES is an affirmative action/equal opportunity provider and employer. Persons with disabilities who require alternate means of communication of program information should contact the Chief of Services, Michael Last at (203) 974-8442 (voice), (203) 974-8502 (FAX), or Michael.Last@ct.gov (e-mail).

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