

## **CORRECTIONS - ADMINISTRATIVE ASSISTANT**

The Criminal Justice Institute, Inc. is looking to hire an 'Administrative Assistant' to work in its Middletown, Connecticut office.

### **THE CRIMINAL JUSTICE INSTITUTE**

The Criminal Justice Institute is a small, national consulting firm committed to making significant contributions to correctional systems by providing research, information dissemination services, correctional planning services and association management services. CJI seeks to assist prison administrators in solving correctional problems by providing them with the empirical information necessary to improve correctional operations, programs, and services.

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant is responsible for answering telephones, ordering supplies, finishing off letters for managers and consultants, mailing and shipping, coordination of meeting and travel arrangements, data entry, proof-reading/editing, reproduction of materials for conferences, proposals and reports, and other assignments as required.

### **QUALIFICATIONS**

The ideal Administrative Assistant should be a dedicated and motivated individual who demonstrates strong interpersonal and oral communication skills. S/he must have basic computer skills (including software programs like Microsoft Word and Excel), as well as the ability to research information on the Internet. S/he must be a highly organized and detail-oriented individual who is capable of performing under a variety of requirements and deadlines with minimal supervision. S/he should be a committed self-starter, possess excellent editing skills, have the ability to multi-task and prioritize in a highly collaborative team environment. A Bachelor's degree and two years of administrative business experience is preferred. Persons with two years of college or business school with three to five years of business experience will be considered.

### **TO APPLY**

Interested applicants should submit (1) a letter of interest including salary requirements, (2) résumé, and (3) the names and telephone numbers of professional references<sup>1</sup> to: Mr. Robert May, Criminal Justice Institute, 213 Court Street, Middletown, CT 06457; Fax (860) 704-6409; E-mail [jobs@cji-inc.com](mailto:jobs@cji-inc.com). No phone calls please.

*CJI is an Equal Opportunity Employer.*

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<sup>1</sup> References will not be contacted until the candidate has been selected for an interview and/or without prior notification.