
Job Title	Administrative Assistant/ Office Manager
PVN ID	BK-2505-006862
Category	Clerical/Office Services
Location	BROOKLYN COLLEGE
Department	Educational Talent Search
Status	Part Time
Hourly Rate	\$23.00-\$30.00
Hour(s) a Week	10.00-19.00
Closing Date	Jul 20, 2025 (Or Until Filled)

General Description

Brooklyn College TRiO Programs (Educational Talent Search & Upward Bound) is seeking a dependable and detail-oriented Part-Time Administrative Assistant to provide clerical and administrative support for two federally funded college-access programs. This role supports daily operations and helps ensure effective service delivery to first-generation and low-income students.

Other Duties

- Perform clerical tasks: data entry, filing, document preparation, and correspondence
- Schedule meetings, prepare agendas, and record minutes
- Maintain accurate participant files, program records, and financial documentation
- Support event planning and coordination (workshops, student activities, etc.)
- Serve as receptionist: greet visitors, screen phone calls, take messages, and refer inquiries
- Process and review forms; enter data into databases and spreadsheets
- Handle incoming and outgoing mail, order supplies, and manage inventory
- Assist with grant compliance documentation and periodic reporting
- Provide general administrative support to the Project Director and program staff

Qualifications

Core Competencies

- Friendly and professional customer service skills
- Attention to detail and accuracy in data entry and file maintenance
- Ability to follow procedures, meet deadlines, and prioritize multiple tasks

- Willingness to learn office systems and maintain confidentiality
- Ability to stay calm under pressure and respond effectively to requests

Qualifications

- High school diploma or equivalent required; Associate's degree or some college preferred
- 1–2 years of relevant administrative experience (experience in education or nonprofits is a plus)
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); basic knowledge of database tools
- Strong organization, communication, and time-management skills
- Able to work independently and in a team environment
- Commitment to supporting diverse and underserved student populations
- Bilingual proficiency in Spanish, Haitian Creole, or Arabic is desired
- Retired office assistants or clerical professionals interested in part-time work are encouraged to apply

Additional Information

- Flexible part-time schedule; occasional evening or weekend availability may be needed
- Must be eligible to work in the U.S.
- Staff training and professional development opportunities are available

To Apply: Submit a resume and cover letter detailing your qualifications and interest in working with college-access programs.