Job Title	Office Assistant/Data Entry Specialist
PVN ID	BM-1803-002406
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	$14.00-$14.00
Hour(s) a Week	19.00
Closing Date	May 22, 2018 (Or Until Filled)

General Description

The MEOC TRIO Project, College Connections, is located in the heart of Harlem at 163 West 125th Street, New York, NY. This is a grant funded position. Continued employment in this position is contingent upon ongoing funding. This position supports the daily administrative functions of the College Connections office including the duties listed below.

Job Duties:

- Process participant applications and documentation; enter participant data with accuracy into data systems; coordinate the filing of paper documentation.
- Enter streams of college application completion, financial aid application completion, and postsecondary enrollment information into the data system; run reports to identify gaps in information.
- Work closely with the Project Director in preparing Annual Performance Reports for the US Department of Education.
- Complete purchase order forms, manage accounts payables, make petty cash purchases, and organize financial records.
- Answer phones and engage with prospective participants.
- Participate in event planning and logistics, make rounds of reminder and follow-up phone calls, prepare and organize materials, and provide support during special events.
- Order and maintain supplies and office equipment.
- Assist TRIO participants in creating student accounts including FSA IDs, CUNY/SUNY accounts, etc.
- Manage social media pages including Instagram, Facebook, CCP website, etc.
- General office administrative duties and other duties as assigned.

Other Duties

Qualifications

Core Competencies:

- Attention to detail and organization and an ability to maintain well-organized records.
- Excellent interpersonal skills; customer-service orientated.
- Excellent communication skills (written, telephone, and in-person).
- Advanced computer and data analysis skills. Strong knowledge of Outlook, Word, and Excel required. Preferred knowledge of Blumen for TRIO programs.
- Ability to work within a team and adapt to changing situations and priorities.
- Commitment to the educational advancement of low-income adults aspiring to college-going.

Qualifications:

- Associate degree required or currently pursuing a college degree
- Minimum two years experience in an office administrative support position
- Background in college access and Spanish fluency preferred

Resume and cover letter may also be sent to Stacy Cummins at collegeconnections@man.eoc.cuny.edu.