
Job Title	Project Associate
PVN ID	BM-2103-003915
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Adult Continuing Education
Status	Full Time
Annual Salary	\$35,000.00 - \$40,000.00
Hour(s) a Week	35
Closing Date	Aug 04, 2021 (Or Until Filled)

General Description

BMCC seeks a skilled Project Associate Continuing Education & Workforce Development. The Project Associate will report to the Assistant Director, Workforce Development.

General Description:

The Project Associate will provide administrative support to the Director and Program Managers under this project. She/he will assist with program coordination including, tracking participants' training and results, facilitate with life skills workshops, coordination of course curriculum, schedules, student handbook, orientation sessions, recruitment and assessment.

Other Duties

Specific Duties:

- Assist the Director with miscellaneous administrative duties, including, faxing, copying, calendar management, screening calls, generating reports, typing memos, correspondences, filing, student registration/open houses, statistical data of enrolled participants and various required student paperwork and presentations.
- Assist with the student in-take process, including the administration of self-assessment and performance instruments as needed
- Assist with target outreach and recruitment using social media and email blasts
- Assist with coordination of technology and Allied Health open houses, course descriptions and write-up for marketing; Campus CE website, program fliers and catalogue.
- Conduct Facilitator led Virtual Info Sessions
- Use digital on line tools to collect student documentation.
- Create training program folders and labels for accepted individuals

- Generate student letters/emails of rejected and accepted; track rosters and update accordingly
- Prepare certificate of completion
- Distribute and collect student and program surveys
- Collaborate with the Program Managers and provide administrative support in areas of need i.e. attendance spreadsheet, student handbook, instructors contract, open house orientations etc.
- Other administrative duties as required by the Director or Program Manager(s) of this project.

Other Duties:

- Administer high stakes exams. TABE
- Deal with large numbers of examinees, (200 -500) throughout the year.
- Ensure that identification, admission, seating, and monitoring of examinees
- Prepare testing materials and exam rooms prior to examinees arrival, and monitor the conduct of examinees during the testing periods.
- Conduct testing for long distance learning.
- Coordinate with institutions to ensure examinations are available at the needed time.
- Assist with front desk operations and/ or other miscellaneous requests as needed
- Other duties as assigned by dean, director, program director

Qualifications

Associate Degree required. Bachelor's preferred in a related field from an accredited institution, and no fewer than six years (6) of related progressively responsible professional experience of which three years (3) will be administrative support/ program coordination experience.