

---

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