

Job Title	CTE Assistant (CITH Weekday)
PVN ID	BM-2112-004449
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Evening/Weekend Programs
Status	Part Time
Hourly Rate	\$16.00-\$20.00
Hour(s) a Week	0.00
Closing Date	Mar 31, 2022 (Or Until Filled)

General Description

The Career and Technical Education (CTE) Assistant (Weekday) reports to the Director of Evening/Weekend and Off-Site Programs or a designee. The CTE Assistant supports students who are taking Borough of Manhattan Community College (BMCC) classes at CUNY in the Heights (CITH) as well as faculty and staff at that location.

Other Duties

Duties

Responsibilities include the following:

- Provide academic and transfer advising to students.
- Serve as the liaison for student, faculty, and main campus concerns.
- Suggest fall and spring semester classes that will accommodate students at CITH.
- Facilitate the timely scheduling of classrooms by working closely with the Registrar's Office.
- Ensure all classrooms are operational in accordance with BMCC's policies and procedures.
- Perform general clerical duties.
- Assist students with interpreting their DegreeWorks audit information.
- Work schedule may include evening and/or weekend hours, depending on the site.
- Perform other duties as assigned.

Qualifications

- An Associate's degree or at least 60 credits; Bachelor's degree is preferred.

- The ideal candidate must demonstrate excellent interpersonal, oral, writing and organizational skills and the ability to work with students, faculty and staff of diverse backgrounds.
- The candidate must also have strong analytical, computer and problem-solving skills, as well as being capable of working independently or part of a team to complete projects in a timely manner.
- Must be detailed-oriented, flexible, and able to work remotely if necessary.
- Knowledge of CUNYfirst and DegreeWorks, preferable.
- Proficient with MS Office products and familiar with current technology i.e. social media
- Bilingual Spanish-speaking is a plus.