

Job Title	CTE Assistant (Weekend)
PVN ID	BM-2204-004677
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	Aug 30, 2022 (Or Until Filled)

General Description

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The Career and Technical Education (CTE) Assistant reports to the Director of Evening/Weekend and Off-Site Programs or a designee. The Office of Evening/Weekend and Off-Site Programs supports students who are taking Borough of Manhattan Community College (BMCC) classes during the evening/weekend and at both on and off-site locations (in Brooklyn, The Bronx or Manhattan) as well as faculty and staff at the off-site location. This position is based at BMCC's main campus in TriBeca.

Duties

Responsibilities include the following:

- Provide assistance to students, faculty and staff
- Monitor and report classroom attendance
- Answer general questions regarding Evening/Weekend and Off-Site Programs as well as college-wide inquiries
- Complete general clerical duties
- Distribute flyers and promote events
- Ensure all classrooms are operational in accordance with BMCC's policies and procedures
- Assist students with interpreting their DegreeWorks audit information
- Perform other duties as assigned

Other Duties

Qualifications

Core Competencies/Qualifications

- An Associate's degree or at least 60 credits.
- 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.
- Knowledge of CUNYfirst and DegreeWorks, preferable.
- Must be detailed-oriented, flexible, and able to work remotely, if necessary.
- Proficient with MS Office products and familiar with current technology i.e. social media
- Bilingual Spanish-speaking is a plus.

Hours:

- Saturday and Sunday, 8 am – 6 pm when classes are in session

This is a grant funded part-time position through the Perkins Grant.