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| <b>Job Title</b>      | Project Associate               |
| <b>PVN ID</b>         | BM-2208-005051                  |
| <b>Category</b>       | Instruction and Social Service  |
| <b>Location</b>       | BOROUGH OF MANHATTAN C. C.      |
| <b>Department</b>     | Center for Continuing Education |
| <b>Status</b>         | Part Time                       |
| <b>Salary</b>         | Depends on qualifications       |
| <b>Hour(s) a Week</b> | 0.00-20.00                      |
| <b>Closing Date</b>   | Feb 01, 2023 (Or Until Filled)  |

## General Description

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BMCC seeks a skilled Project Associate to support the Strengthening Community College (SCC) grant funded project. The Project Associate will report to the Director of Programs and Special Projects.

**About the project** – The position will provide administrative support for a 4-year United States Department of Labor training grant. BMCC will recruit and train approximately 120 participants to complete 3 micro-credentials each and identify and train approximately 70 Emergency Medical Technician Basics.

### General Description:

The Project Associate will provide administrative support to the Director under this project. They 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, paperwork and filing, and recruitment and marketing.

## Other Duties

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### Specific Duties:

- Assist the Director with miscellaneous administrative duties, including, scanning, 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 coordination of technology open houses, course descriptions and write-up for marketing, Continuing Education website, program fliers and catalogue.
- Create program folders and labels for accepted individuals

- Generate student letters/emails of rejected and accepted; track rosters and update accordingly
- Collaborate with the Program Director 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 of this project.

#### Other Duties

- Administer high stakes exams.
- Deal with large numbers of examinees, (50-100) 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.
- Other duties as assigned by dean, director, program director

## Qualifications

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- Bachelor's degree required and experience in a related field from an accredited institution, and no fewer than three years (3) of related progressively responsible professional experience
- New York State Emergency Medical Technician Basic certification required, and no fewer than five years (5) of experience. New York State Emergency Medical Technician Paramedic preferred.