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<b>Job Title</b>	CTE Assistant (CITH Weekday)
<b>PVN ID</b>	BM-2210-005158
<b>Category</b>	Clerical/Office Services
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Evening/Weekend Programs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$20.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Mar 03, 2023 (Or Until Filled)

## General Description

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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), which is located at Broadway & 213<sup>th</sup> Street in Manhattan, as well as faculty and staff at that location.

## Other Duties

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Responsibilities include the following:

- Serve as the liaison for student, faculty, and main campus concerns.
- Monitor and report classroom attendance.
- Suggest fall and spring semester classes that will accommodate students at CITH.
- 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

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- 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.

**Hours:**

- Various days Monday to Friday, flexible, between 8:45 am and 7:45 pm

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