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<b>Job Title</b>	CTE Assistant (Weekend)
<b>PVN ID</b>	BM-2210-005159
<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 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.

## Other Duties

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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

## Qualifications

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- 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.