
Job Title	CTE Assistant (Weekend)
PVN ID	BM-2307-005723
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Evening/Weekend and Off-Site Programs
Status	Part Time
Hourly Rate	\$18.00-\$25.00
Hour(s) a Week	12.00-18.00
Closing Date	Sep 08, 2023 (Or Until Filled)

General Description

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. The Career and Technical Education (CTE) Assistant reports to the Director of Evening/Weekend and Off-Site Programs or a designee.

Other Duties

Qualifications

Core Competencies

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

- 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
- This is a weekend position between the hours of 8 am and 6 pm, on Saturday and Sunday, when classes are in session
- Bilingual Spanish-speaking is a plus

This is a grant-funded position through the Strengthening Career and Technical Education for the 21st Century Act (formally known as the Perkins Grant).