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| <b>Job Title</b>      | Administrative Assistant       |
| <b>PVN ID</b>         | CC-1709-002063                 |
| <b>Category</b>       | Clerical/Office Services       |
| <b>Location</b>       | The CITY COLLEGE of NEW YORK   |
| <b>Department</b>     | Teaching, Learning and Culture |
| <b>Status</b>         | Part Time                      |
| <b>Hourly Rate</b>    | \$15.00-\$17.00                |
| <b>Hour(s) a Week</b> | 15.00-18.00                    |
| <b>Closing Date</b>   | Oct 13, 2017 (Or Until Filled) |

## General Description

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The City College of New York (CCNY) Bilingual Education and TESOL Programs seek a part-time administrative assistant to provide support regarding the administration of a major federal grant, and general program support.

The position is a renewable for 4 years. The Administrative Assistant will provide support in the daily operational and administrative functions related to the grant project.

### Details:

- Five days per week (at least three on campus, including Thursdays; hours for up to two days may be online)
- Late afternoon-early evening hours for on campus hours
- Year-round position (fall, spring and summer semesters)
- Pay \$15-17/hour commensurate with experience

### Qualifications:

- Administrative/office experience
- Familiarity with Microsoft Word and Excel, along with Google docs/spreadsheets, or willingness to learn
- Willingness to learn new systems and new technology
- Proficient in English speaking and writing
- Well-organized self-starter

The position is available immediately. Rolling interviews will take place until the position is filled.

Other Duties

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Qualifications

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