

Job Title	Administrative Assistant
PVN ID	CC-1806-002550
Category	Clerical/Office Services
Location	The CITY COLLEGE of NEW YORK
Department	Teaching, Learning and Culture
Status	Part Time
Hourly Rate	\$16.00-\$18.00
Hour(s) a Week	15.00-18.00
Closing Date	Jul 18, 2018 (Or Until Filled)

General Description

Position Details Summary: 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 3 years. The Administrative Assistant will provide support in the daily operational and administrative functions related to the grant project.

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

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, with more flexibility in the summer)
- Pay \$16-\$18/hour commensurate with experience

Other Duties

Qualifications
