



Job Title	Project Assistant - Training
PVN ID	CC-1903-002993
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Institute for Urban Systems
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	17.50-35.00
Closing Date	May 17, 2019 (Or Until Filled)

General Description

The Training Project Assistant will support the development of training class materials, training program marketing, and course logistics. The position requires knowledge of building mechanical and electrical systems, experience with PowerPoint and presentations, and strong organizational and communication skills.

Other Duties

Qualifications

Knowledge of building mechanical and electrical systems and conditions

Experience with developing presentation materials in PowerPoint

Good communication skills.

Explain sometimes complex concepts in easy-to-understand formats, both verbal and graphic.

Be clear, persuasive, and convincing in meetings and telephone contexts.

Good organizational skills.