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| Job Title | Office Assistant- Temporary |
| PVN ID | HO-1707-001912 |
| Category | Clerical/Office Services |
| Location | HOSTOS C. C. |
| Department | Cont Ed- Allied Health Career Pipeline P |
| Status | Part Time |
| Annual Salary | \$20,000.00 - \$25,000.00 |
| Hour(s) a Week | 0.00 |
| Closing Date | Sep 25, 2017 (Or Until Filled) |

General Description

The US Department of Health and Human Services awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients. The HPOG Allied Health Career Pipeline Program is seeking an Office Assistant (Part-time) to work late afternoon into evenings and Saturdays.

Other Duties

Responsibilities include:

- Maintain professional and courteous demeanor with students, all staff, and external organizations
- Schedule appointments for information, interviews and enrollment
- Receive and forward messages to appropriate staff
- On and off-site registrations will be coordinated, if needed
- Perform clerical tasks as required including, but not limited to filing, copying, faxing and collating documents, recording messages, and verifying and monitoring student program status
- Develop relations with other departments
- Ensure student materials are updated and accurate
- Enter data into the Excel spreadsheets when needed
- Provide and maintain weekly program updates
- Assist in designing program documents
- Participate in outreach/ recruitment activities as needed
- Responds to routine questions and requests from clients and staff
- Uses MS Office and other office technology to input, format and edit documents and spreadsheets
- Assist staff as directed; prepares drafts and corrects errors in documents
- Orders and stocks supplies; keeps accurate inventories and logs; tracks routine office expenditures using

established forms; gets proper approvals for all purchases; receives and verifies deliveries of routine office materials; arranges pick up of special mailing

- Seeks to develop a basic knowledge of RF products, policies, procedures, and personnel.
- Seeks to develop basic knowledge of other college resources and staff.
- Other duties as assigned.
- Work schedule, start with Mon. – Fri. and will change to Tues. – Sat.

Qualifications

Core Competencies:

- Strong understanding of the needs of low-income individuals
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Strong communication, time management and organizational skills
- Work in a team as well as independently
- Cultural competency and sensitivity

Qualifications:

- Associate's Degree preferred
- One year of office/clerical experience
- Proficient in Microsoft Office

This position ends September 29, 2017