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<b>Job Title</b>	Temporary Office Assistant
<b>PVN ID</b>	HO-1708-001985
<b>Category</b>	Clerical/Office Services
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Cont Ed- Allied Health Career Pipeline P
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	20.00-32.00
<b>Closing Date</b>	Feb 28, 2018 (Or Until Filled)

## General Description

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**Position Ends:** September 29, 2017

**Hours:** 20- 32 hours per week, various shifts between the hours of 9am-7pm Mon.-Thurs. and Sat. 9am-3pm

### General Description of Duties and Responsibilities:

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 Allied Health Career Pipeline Program is seeking three Office Assistants (Part-time) to work different shifts: mornings, late afternoons, and/or Saturdays (9am-3pm).

## Other Duties

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Responsibilities include:

- Maintain professional and courteous demeanor with students, all staff, and external organizations
- Schedule appointments for interviews and enrollment
- Receive and forward messages to appropriate staff
- 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
- Ensure student materials are updated and accurate
- Participate in outreach/ recruitment activities as needed
- Other duties as assigned

## Qualifications

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### **Core Competencies:**

- Excellent customer service
- 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

### **Qualifications:**

- Associate's Degree preferred
- One year of office/clerical experience
- Basic Microsoft Word