

<b>Job Title</b>	Data Entry Clerk/Office Assistant
<b>PVN ID</b>	HO-1711-002204
<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>Hourly Rate</b>	\$15.00
<b>Hour(s) a Week</b>	20.00-30.00
<b>Closing Date</b>	Jan 20, 2018 (Or Until Filled)

## General Description

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### GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The US Department of Health and Human Services (HHS) 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 a Data Clerk/Office Assistant to enter and maintain the Program's Data, compile reports, and assist with screening and enrolling of student candidates.

## Other Duties

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### Other Duties:

- Enter and update data into databases and spreadsheets
- Ensure and verify that required program data is properly maintained and reported
- Compile and sort information to prepare data for computer enter
- Collect data and follow up with team members
- 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
- Perform other duties as assigned

## Qualifications

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**Core Competencies:**

- Exceptional customer service
- 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
- Produce clear and accurate documents
- Work in a team as well as independently

**Qualifications:**

- Associate's Degree and one year of experience in related field
- Proficient in Microsoft Office and databases

Position will remain open until filled.

To apply: [www.rfcuny.org](http://www.rfcuny.org)