
Job Title	Data Entry Clerk/Office Assistant – Temporary Position
PVN ID	HO-1905-003081
Category	Administrative Services
Location	HOSTOS C. C.
Department	CEWD-Allied Health Career Pipeline Prog.
Status	Full Time
Annual Salary	\$25,000.00 - \$30,000.00
Hour(s) a Week	35
Closing Date	Jul 08, 2019 (Or Until Filled)

General Description

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.

Please note: This is a grant funded program that ends September 29, 2020.

Other Duties

- Ensure and verify that required program data is properly maintained and reported
- Compile and sort information to prepare data for computer entry
- 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
- Assist with presentations
- Perform other duties as assigned

Qualifications

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 or one year of experience in related field
- Proficient in Microsoft Office and databases - required