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<b>Job Title</b>	Program Assistant
<b>PVN ID</b>	HO-2210-005142
<b>Category</b>	Clerical/Office Services
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Division of Continuing Education and Wor
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$22.00-\$24.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Jan 25, 2023 (Or Until Filled)

## General Description

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We invite you to join our team of professionals who enjoy and are dedicated to student academic excellence.

### Division Overview

The Division of Continuing Education & Workforce Development (CEWD) at Hostos Community College offers educational, career, and personal development opportunities designed to address the needs of the Bronx and neighboring communities such as Upper Manhattan. We offer non-credit courses and certificate programs.

### Position Overview

Under the supervisor of the Senior Director of Operations, the Program Assistant will carry out a broad range of responsibilities related to institutionalizing Hostos' role as a premiere community resource for educating and developing a workforce that is responsive to the changing demands of the job market and the prevailing economic outlook. The Program Assistant will maintain and manage the invoicing process and work in collaboration with other team members to quickly process student stipends for various grant projects.

Hours: 10 hours per week, remote (subject to change)

## Other Duties

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### Primary Responsibilities

- Process invoices, and purchase orders, including MetroCards
- Organize and maintain the student stipend process
- Enter data into databases and spreadsheets
- Other related duties as assigned

# Qualifications

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## Core Competencies

Ability to:

- Work in a team, as well as independently
- Strong attention to detail
- Able to multitask in a fast-paced environment with deadlines and changing priorities
- Time management and organizational skills
- Use discretion, and sound judgment with handling confidential materials
- Work under deadlines, with changing priorities
- Strong interpersonal and communication skills

## Qualifications

- Bachelor degree from accredited college, required
- Strong working knowledge of Microsoft Office and basic knowledge of MS Teams, Google Drive, and Zoom
- Experience working in educational environment, preferred

**Salary:** \$22-\$24 per hour, commensurate with educational qualifications and work experience.

This is a grant-funded position and contingent upon availability of grant funds.

**To apply:** <https://www.rfcuny.org/careers>