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

General Description

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

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

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>