

Job Title	College Assistant
PVN ID	KB-2111-004370
Category	Clerical/Office Services
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Part Time
Hourly Rate	\$16.00-\$17.00
Hour(s) a Week	10.00-19.00
Closing Date	Jan 29, 2022 (Or Until Filled)

General Description

The UX/WD College Assistant (CA) will support User Experience Design programs and Workforce Development efforts. Specifically, the CA will work with multiple directors and workforce development programs and have the following responsibilities:

Administrative:

- Manage day-to-day administrative activities based on the Director's guidance and goals.
- Collect and enter data into program Databases on an ongoing basis in a timely and consistent manner
- Monitor attendance
- Resolve administrative matters referred to the program, as guided by the supervisor.
- Maintain accurate up-to-date calendars; tracks upcoming meetings and commitments; tracks correspondence, including email
- Implement processes to improve and streamline office administrative operations under direction of supervisor.
- Assist in the preparation of reports and presentations.
- Provide assistance and respond to verbal and written requests for information.
- Monitor, update, and maintain recruitment lists, including answering phone inquiries, voicemail, e-mail, and walk-ins;
- Set up, organize, and monitor student folders/files;
- Recruitment/Marketing
- Assist in the gathering, preparation, and dissemination of information relating to the administration and marketing of the program
- Coordinate large mailings from electronic and other lists;
- Stipends/Student Supports
 - Support program director in managing stipend processes
 - Assist students with application process for program stipends and incentives that includes all steps in processing banking information.
 - Responsible for distribution, tracking, and follow-up with all program materials that include, but are not limited to books, school supplies, food service supplies, etc.
 - Creating, updating, and disseminating program specific documents and spreadsheets;

Other Duties

Qualifications

Minimum Requirements:

- HS Diploma/TASC/GED/HSE
- Minimum 2 years of relevant experience in an office setting
- Must be comfortable in high paced setting and managing multiple projects simultaneously
- Must be a self-motivated and organized professional
- Must be able to demonstrate patience and understanding when interacting with applicants and students
- Must have excellent written and verbal communication skills in order to interact with program and college staff, and external partners