Job Title	Project Administrator
PVN ID	KB-2112-004440
Category	Managerial and Professional
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	$58,000.00 - $62,000.00
Hour(s) a Week	35
Closing Date	Feb 13, 2022 (Or Until Filled)

General Description

The Kingsborough Community College (KCC) Division of Workforce Development and Continuing Education is seeking a program administrator who will oversee the administrative duties, on behalf of KCC, of the Small Business Services First Course NYC program with its execution, implementation, and day-to-day operations.

They will support the KCC program and subcontractor Eat Good Consulting, by:

- Providing day-to-day administration and support to ensure that the project runs smoothly, efficiently, and effectively;
- Performing general administrative/clerical duties, including data entry, record-keeping, document collection, and maintenance of a database;
- Assist in the coordination of the recruitment, intake, try-out days, enrollment and retention of students in the program;
- Handling requests for information and data, both internal and external;
- Preparing, modifying and maintaining important shared documents;
- Attending virtual and in-person meetings as needed;
- Other duties & responsibilities as assigned.

Other Duties

Qualifications

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• Associate Degree preferred.

• At least 4 years of experience as an administrative assistant or 2 years as a program coordinator, preferably within the higher education. Industry knowledge of Culinary Arts is preferable.

Salary - $58,000-$62,000 salaried position with benefits; one year appointment.

Work is hybrid – on site at Culinary Training/Campus and from Home.