



Job Title	Program Assistant
PVN ID	KB-2208-005014
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Access-Ability Services-Academic Affairs
Status	Full Time
Annual Salary	\$43,000.00 - \$43,000.00
Hour(s) a Week	35
Closing Date	Oct 24, 2022 (Or Until Filled)

General Description

Job Description

This full-time position performs daily front office operations in Access-Ability Services (AAS); provides administrative and program support to AAS programs. Persons in this position are accountable for rendering quality services in a respectful, courteous, and professional manner, consistent with [Kingsborough Community College's mission and goals \(Mission Statement \(cuny.edu\)\)](#).

Duties and Responsibilities:

- Perform general front desk tasks
- Assist in interpreting AAS, LEADS, TCS, and KCC procedural and policy information to career and technical education (CTE) students and other interested parties
- Maintain student data, create and communicate with student groups, monitor student academic progress, and encourage student social integration into campus life
- Establish and maintain targeted outreach to notify students of available academic, career, and extracurricular resources and opportunities in collaboration with other areas of the college
- Provide referrals to appropriate campus resources
- Provide student mentoring and supportive services as needed
- Attend staff meetings and trainings as required.
- Carry out special projects and other duties as assigned

Other Duties

Qualifications

Minimum Qualifications

- Associate Degree
- Proficiency in English (oral and written)
- Strong communication and people skills
- Strong organizational and multi-tasking abilities
- Strong problem-solving skills
- Customer service orientation
- Significant experience operating across various tech platforms with strong computer skills. Excellent knowledge of Zoom and Microsoft Office programs including MS Teams
- Ability to work independently and collaboratively in a dynamic work environment
- Ability to adapt to changing situations/priorities and develop new skills

Preferred Qualifications

- Bachelor's Degree

Physical Requirements

- This role routinely uses standard office equipment such as phones, personal computers, photocopiers, and filing cabinets
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be provided for employees with disabilities per RFCUNY policies.

This is onsite position at Kingsborough Community College and not a remote work position.

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.