

<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	LA-1709-002087
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career Development Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$37,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 21, 2017 (Or Until Filled)

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## General Description

The Career Development Center (CDC) and Employment Services team in the Division of Adult and Continuing Education (ACE) at LaGuardia Community College provides guidance and support to ACE students who want to prepare for, seek and obtain gainful employment and an improved standard of living. The CDC provides career and employment services to many ACE programs which provide educational and vocational training services to students and participants. The administrative assistant in the Employment Services Center will be involved in all aspects of the work of the Center.

### Primary Duties:

- Provide administrative and office support to the Employment Services managers and staff.
- Daily activities include greeting and directing all students, staff and visitors; receiving and making phone calls; scheduling meetings; maintaining calendars; general email correspondence.
- Serve as a liaison to employment and counseling teams, students, and participants in all Center programs; take, type up and distribute meeting minutes
- Research grant prospects for the Center and assist with grant preparation and required reporting
- Assist in the maintenance of CDC databases and spreadsheets
- Assist in the set-up of workshops, job fairs and all programs sponsored by the Center

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## Other Duties

- Prepare flyers to advertise Center program activities
- Other duties as assigned by the Director of the Center

## Qualifications

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- High School diploma required, AA/AS/AAS degree preferred
- Minimum of one year of administrative experience required
- Willingness to work evenings and Saturdays
- Self-motivated individual who takes initiative and has the ability to learn quickly
- Strong organizational skills, detail oriented, and customer service skills
- Excellent oral and written communication skills; bi-lingual Spanish a plus
- Understanding and demonstration of superior customer service; sensitivity to confidential matters.
- Proficient with MS Office Suite including; Word, Excel, Power Point and Outlook
- Experience managing social media in a professional setting