
Job Title	College Access Program Assistant
PVN ID	LA-1710-002158
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education
Status	Full Time
Annual Salary	\$35,000.00 - \$37,000.00
Hour(s) a Week	35
Closing Date	Dec 20, 2017 (Or Until Filled)

General Description

The Pre-College Academic Programming Department (www.laguardia.edu/pcap) is seeking a full-time College Access Program Assistant to assist in the planning and implementation of several grant-funded cross-college initiatives. These college transition and student success initiatives seek to help low income adults and out-of-school youth explore career and college opportunities and successfully apply to college, matriculate and persist through their first year at LaGuardia Community College.

The Program Assistant will play a crucial role in coordinating activities that improve the college transition process for under-represented students. Daily work will include a variety of administrative activities including the following:

- Provide support with student outreach, communication, and recruitment
- Assist with preparation for and facilitation of on and off-site professional development workshops for adult educators, career fairs and panels for students, integrated activities, event planning, and college transitions processes
- Manage daily and long term project logistics, including but not limited to: meetings, agendas, program visits, PowerPoint presentations, program materials and student transitions deadlines
- Organize and maintain records and data in order to streamline reporting processes
- Plan and coordinate monthly meetings, workshops, and staff in-service training
- Review and implement program policies and procedures in conjunction with appropriate administrative staff
- Help facilitate the college transition and readiness services and the day-to-day operations of the initiatives to ensure that all timeline goals and student success benchmarks are met
- Maintain professional relationships with campus personnel to enhance the quality and timeliness of program services

- Perform other duties and work on other related office projects as assigned. This includes working collaboratively with the PCAP staff as well as other College departments as appropriate and required.

This is a grant-funded appointment subject to the availability of continued funding.

Located in Long Island City, Queens, LaGuardia Community College was founded in 1971 as a bold experiment in opening the doors of higher education to all; we proudly carry forward that legacy today. Serving 50,000 students annually, many of them immigrants and more than 2/3 coming from families that earn \$25,000 or less, LaGuardia is a nationally recognized leader among community colleges for boundary-breaking success educating underserved students. Visit www.laguardia.edu to learn more.

Other Duties

Qualifications

Bachelor's Degree and one year of office workplace and data management experience required

Strong written and verbal communication skills

Must take direction well and have excellent organizational, administrative, and time management abilities

Proficiency in MS Office suite (Word, Excel, Access, PowerPoint), email, and social media applications

Demonstrated ability to work as a team player and adapt to a complex, fast-moving urban educational institution

Ability to prioritize and take ownership of work.

Demonstrates a personable and professional phone manner

A commitment to supporting college readiness & success for underserved students

Experience working with a diverse adult or out-of-school youth student population in a higher education setting is a plus

Willingness to work outside of standard business hours, including evening and weekend, is required