

<b>Job Title</b>	Senior Administrative Assistant
<b>PVN ID</b>	LA-1808-002669
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	The English Language Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 05, 2018 (Or Until Filled)

---

## General Description

The English Language Center (TELC) is the largest ESL program in the New York metropolitan area, serving approximately 4,000 students a year since 1971. TELC is committed to providing high quality English language programs that meet the needs of a culturally and academically diverse student population. TELC offers a variety of ESL programs including intensive academic preparation which meets requirements for students on F-1 visas, part-time afternoon and evening courses, and integrated skills classes on Saturdays.

The Senior Administrative Assistant, reporting to the Program Manager of TELC, is responsible for the day-to-day management of administrative operations as well as oversight of front-line staff, part-time assistants and work study students in the TELC office. In addition, the Senior Administrative Assistant provides support for new initiatives and special projects determined by the senior administrative staff.

Duties include:

- Provide customer service in the front office.
- Ensure that program and registration information is updated and disseminated.
- Hire, schedule, train, and mentor work study students, interns, and volunteers.
- Assist with registration, beginning of term set-up, and final grading.
- Oversee organization, maintenance, and archiving of student records.
- Manage mass communication with students via college email and text messaging applications.
- Administer student evaluations.
- Oversee copiers including monitoring usage.
- Serve as liaison for Property Management, Records Management, Building operations, and other college offices.
- Assist International Student Advisor with transfers of F-1 students (in and out) when needed, and serve as back-up for signing I-20s.
- Help senior administrators with special projects

## Other Duties

---

## Qualifications

---

- Associate's Degree and three (3) years of work experience in an educational office.
- Strong organizational and project management skills.
- Excellent communication skills.
- Knowledge of data management and proficiency with databases and MS Excel.
- Ability to handle manage multiple projects and meet deadlines.
- Ability to assess office operations and suggest areas for improvement or expansion.
- Ability to work effectively with in an environment of diversity.