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| Job Title | Administrative Assistant |
| PVN ID | LA-2107-004119 |
| Category | Clerical/Office Services |
| Location | LAGUARDIA C. C. |
| Department | ASL-English Interpreting Program |
| Status | Part Time |
| Hourly Rate | \$15.00-\$25.00 |
| Hour(s) a Week | 28.00-35.00 |
| Closing Date | Sep 07, 2021 (Or Until Filled) |

General Description

The ASL-English Interpreting Program at LaGuardia Community College operates through a U.S. Department of Education grant to train K-12 educational sign language interpreters to work with Deaf children here in New York City.

The Program Administrative Assistant reports to the ASL-English Interpreting Program Director and provides support for all administrative, database and fiscal components of the program including: the ASL/English Interpretation Program; the pre-interpreting program; workshops; and the interpreting lab.

Position involves extensive contact with potential students, faculty and current students and alumni.

Primary Duties include the following:

Provide Reception – phones, email, for students, instructors and potential student inquiries
Provide Instructor Support – course websites, ePortfolio, printing, evaluations, room/media requests
Assist Application Process –PR, applications, screening
Monitor student rosters and transcripts
Assist Internship Placements – communication, scheduling, forms
Coordinate Events – workshops, open house, graduation, etc.
Coordinate Program timesheet submission and tracking
Monitor Interpreting Lab – scheduling and maintenance requests
Maintain database systems and statistical data for grant reporting

Other Duties

Additional responsibilities include the following:

Assist the Project Director with day to day operations and projects as needed

Process RID Certification Maintenance Program (CMP) sponsorship
Maintain and update social media channels as needed
Create and distribute electronic Marketing and PR content
Supervise interns and/or work-study students
Maintain Program digital and paper files
Supervise media/book library

Qualifications

Associates degree required; Bachelors degree preferred
Office work experience required, in an educational institution preferred
Excellent oral and written English communication skills
Intermediate Conversational competency in American Sign Language (ASL)
Excellent interpersonal and customer service skills
Detail-oriented, self-motivated, with outstanding organizational skills
Outstanding attention to detail
Advanced proficiency with the following programs: Word, Excel, Access, PowerPoint, Google: Sheets, Docs, Forms; Zoom, Google Meets and MS Teams.
Familiarity with video editing, Photoshop, Illustrator and Mac technology preferred
Working knowledge of social media marketing and webpage maintenance.

This is a grant funded position and is contingent upon availability of funding.