
Job Title	Administrative Assistant
PVN ID	LA-2201-004513
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Career and Professional Programs
Status	Part Time
Hourly Rate	\$19.43
Hour(s) a Week	20.00
Closing Date	Mar 19, 2022 (Or Until Filled)

General Description

The administrative assistant provides technical and logistical support to the students, instructors and administration of the Medical Billing Specialist Program at LaGuardia Community College. The candidate must be flexible and responsive to the needs of LaGuardia Community College's diverse student base. The administrative assistant will report to the Medical Billing Program Manager, and must have excellent communication and organizational skills. **This program is hybrid, with classes both online and in-person on campus. All program staff must be willing and available to come to LaGuardia Community College to perform their duties.**

Per the Order of the Commissioner of Health and Mental Hygiene requiring COVID-19 vaccination for City employees and certain City contractors ("Order"). **Pursuant to the Order, employees of Contractors that physically interact with City employees or members of the public in the course of performing their work under the contract must provide verification that they are vaccinated against COVID-19.**

Responsibilities:

- Participate in daily operations to ensure smooth functioning of the program
- Provide student support throughout the application process by assisting with the logistics of each application step
- Communicate with prospective students and facilitate their attendance in the screening process
- Advise students of procedures and assist with the registration of students to the program
- Assist in student follow-up through calls, emails and in person appointments
- Track and document student progress and outcomes using various databases
- Manage classroom reservations and requests
- General office support as needed
- Flexible schedule required

Other Duties

Qualifications

- High school diploma and two (2) years of related work experience
- Demonstrated ability to maintain confidential information/records
- Intermediate MS Excel Skills
- Experience in office technology such as google drive and MS Outlook
- Excellent effective communication skills combined with superior customer service skills
- Ability to work effectively under pressure
- Able to work from 1pm-5pm Mon-Thursday and 9am-1pm Friday