

Job Title	Administrative Assistant
PVN ID	LA-2203-004620
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$40,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	May 08, 2022 (Or Until Filled)

General Description

The Workforce Education Center within the Division of Adult & Continuing Education is seeking an Administrative Assistant for the Summer Youth Employment Program (SYEP). This position reports to the Program Coordinator and will be one of the lead staff to provide administrative support to staff in on-campus and remote environments; to ensure that the daily administrative operations of SYEP run efficiently & smoothly. May coordinate a broad range of day-to-day projects and administrative services.

PERFORMANCE RESPONSIBILITIES:

- Answer & direct telephone inquiries
- Organize and schedule staff and other meetings and appointments
- Provide general administrative support to program staff
- Provide support to participants via in-office and remote situations.
- Provide information by answering questions and requests
- Prepare communications and handle multiple projects
- Maintain computer and manual filing systems
- Enroll Summer Youth Employment Program (SYEP) participants into the YEPs systems
- Assist in the uploading of DYCD required documents for the SYEP participants.
- Input participants' payroll data and related information

Other Duties

- Perform additional duties as assigned by the Program Coordinator.

Qualifications

- Extreme attention to detail and strong multi-tasker
- Ability to make deadlines in a fast-paced environment
- Ability to prioritize work assignments on a daily basis
- Experience working with the target population
- Excellent problem-solving skills
- Excellent Time-Management skills
- Excellent oral and written communication skills
- Ability to work with a culturally diverse staff and student youth population-sometimes in a virtual setting

Qualifications:

- Associates' degree and 4-5 years of experience working in an office or in a hospitality setting. Bachelor's Degree preferred.
- Experience working with diverse youth & adult populations.
- Ability to communicate both orally and in written standard form
- Working knowledge of Microsoft Office Suite

Background check and fingerprinting required.