
Job Title	Administrative Assistant
PVN ID	LA-2301-005368
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$40,000.00 - \$42,840.00
Hour(s) a Week	35
Closing Date	Aug 31, 2023 (Or Until Filled)

General Description

The Workforce Education Center within the Division of Adult & Continuing Education is seeking two Administrative Assistants for the Summer Youth Employment Program (SYEP), and the Work, Learn & Grow Programs within the Workforce Education Center.

This position reports to the Assistant Director 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 the Workforce Education Center (WEC) run efficiently & smoothly. May coordinate a broad range of day-to-day projects and administrative services.

Primary Duties and Responsibilities:

- Coordinates day-to-day activities based on the director's or administrator's guidance and goals
- Schedules meetings; screens guests, answer calls, and correspondence; determines nature of visit or inquiry
- Provides general support to staff and students via remote and in-person situations
- Maintains accurate up-to-date calendars, briefs, and prepares the director/administrator for the daily activities
- Alerts team to upcoming important meetings and commitments, tracks correspondence, including email
- Coordinates large mailings from electronic and other lists
- Drafts, proofs, and assists with production of brochures and other program
- Implements processes to improve and streamline office administrative operations
- Prepares written replies to basic or repetitive inquiries when delegated, initiates action on day-to-day matters not specifically requiring the attention of the director/administrator
- Assists with participant enrollment processes, e., uploading of required documents into the DYCD data base system
- Assists with the input of program participants' payroll data
- Provides assistance with generating and uploading social media posts for all program participants.
- Responsible for overseeing LaGuardia based SYEP participants on campus, monitor daily sign in & out

process, collect and calculate participants weekly hours and enter data into YEPS

Other Duties

Qualifications

Qualifications:

- Associates degree and 3 years of experience working in an office or hospitality setting.
- Bachelor's degree preferred.
- Experience working with a diverse population
- Ability to communicate both orally and in written standard form
- Working knowledge of Microsoft Office and Google Suites
- Work with the SYEP Summer staff to ensure that program Site Monitors are pre assessing and following up with participants' worksites
- Provides assistance, with generating and uploading social media posts to all program

Core Competencies:

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments
- Ability to work independently and as part of a team
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.
- Ability to read, understand, and follow administrative policies and procedures
- Ability to communicate effectively with diverse clients and staff: providing accurate and appropriate information
- Ability to articulate policies and procedures in response to inquiries
- Other administrative duties as assigned

Background check and fingerprinting required prior to first day of work