



Job Title	Program Assistant
PVN ID	LA-2310-005900
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Center for Career and Prof. Development
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	19.00
Closing Date	Dec 06, 2023 (Or Until Filled)

General Description

The LaGCC Pathways to Production Accounting for the Entertainment Industry Program.

WE COUNT is offering a 5-week PAID career experiential learning seminar to give students a thorough perspective on the scope of production, production accounting, and post-accounting.

The Program Assistant will:

- Support program through various types of administrative duties
- Assist with applicant information sessions and interviews by scheduling applicants via phone and email, preparing all necessary paperwork, and reserving rooms/ developing virtual links for interviews.
- Coordinate program calendars
- Maintain student filing
- Orientation Documents – prepare documents for first day(s) of students' entry into program.
- Answer phones and respond to students' questions
- Assist with attendance collections and timekeeper responsibilities
- Conduct check-in phone calls with students and alumni when necessary
- Plan and implement social media strategies and create content to engage with students
- Attend team meetings
- Refer program participants to career services events, job and internship opportunities

Other Duties

- Perform other duties as needed

Qualifications

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- High School Diploma or High School Equivalent
 - At least 6 months' work experience in an office or customer service role
 - Proficient in Microsoft Office (i.e. Word, Excel)
 - Excellent customer service and communication skills
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 - Excellent written and verbal communication skills, organizational skills and the ability to multi-task required
 - Ability to interact effectively with students and staff

The ideal candidate is available evenings, 2x a week, Tuesday and Thursday, 4:00 PM-9:30 PM, 19 hours a week between October 2023 and December 2023 in-person. Also, available 19 hours a week, January-June 2024. This position is hybrid, paid through the Research Foundation, and temporary.