

Job Title	Special Assistant to the President
PVN ID	LA-2501-006667
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	President's Office
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	May 08, 2025 (Or Until Filled)

General Description

The Special Assistant to the President oversees high-priority projects, conducts research, and aids in communication by reviewing and drafting documents. This role supports the college president and leadership team, collaborating with various stakeholders, including Vice Presidents, Deans, and community partners. Under the guidance of the President and Chief of Staff, the assistant ensures effective coordination and execution of initiatives that align with the college's strategic goals.

Duties

- Manage special, high visibility projects for the president
- Assist the president in preparing for meetings and events
- Research and analyze; draft reports
- Assist with communication, fundraising, and public affairs
- Represent the president at community meetings and events
- Review, edit, and draft documents and correspondence
- Support other members of the president's office and leadership team as required
- Maintain confidentiality of sensitive/privileged information
- Support the president and colleagues with sensitivity, sound judgement, tact, diplomacy, discretion, and flexibility

LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

Other Duties

- Other duties as assigned

Qualifications

- A Master's Degree from an accredited institution and (1) year of relevant experience, OR
- A Bachelor's Degree from an accredited institution and three (3) years of relevant experience
- Possession of the core competencies determined to be required at the time of hire

Core Competencies

- Ability to understand and act upon moderately complex assignments
- Ability to handle several moderately complex assignments concurrently
- Public speaking skills are essential for this role in both personal and professional settings
- Key components include clarity, confidence, and audience engagement
- Ability to work effectively with colleagues, faculty, staff and external partners
- Ability to use office software and web-based technology as appropriate
- Ability to communicate clearly and accurately verbally and in writing
- Ability to take direction and to work both cooperatively and autonomously as part of a team