

<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	LA-2502-006695
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$47,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 30, 2025 (Or Until Filled)

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## General Description

The Workforce Education Center is seeking an Administrative Assistant to provide essential support for the Train & Earn Program. The Train & Earn Program provides comprehensive occupational and work readiness training for out-of-school and out-of-work (OSOW) youth for entry into high growth occupations tied to in demand sectors. LaGuardia's training in high growth focus is in the following health care areas: Emergency Medical Technician (Basic), Certified Medical Administrative Assistant (CMAA)/Certified Clinical Medical Assistant (CCMA) and Central Service Technician/Central Sterile Technician. Upon completion of training, students will begin a 150-hour paid internship and sit for a certification exam. This position will report to the Senior Director of Youth Workforce Development Initiatives.

### Position Overview

The Train and Earn Administrative Assistant plays a vital role in supporting the administrative operations of the Train and Earn program, a workforce development initiative designed to help young adults who are out-of-school and out-of-work to gain the skills and training needed for an internship and employment. This position will work closely with the Program Director to ensure that the daily administrative functions are being handled efficiently. It holds responsibility for all program activities by providing clerical, logistical, and organizational support to staff and students. This Administrative Assistant will report to the Program Director for the Train & Earn program.

### Performance Duties/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
- Assist in the uploading of DYCD required documents for the Train & Earn participants

- Input students' payroll data and related information
- Perform additional duties as assigned by the Program Director

## **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**

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## **Qualifications**

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### **Core Competencies/Qualifications:**

- Associate's degree required, and 4-5 years of experience working in an office or in a hospitality setting
- Strong Microsoft Office Skills
- Strong 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
- Ability to communicate both orally and in written standard form

### **Preferred Qualifications**

- Bachelor's degree preferred with 4-5 years of experience working in an office or in a hospitality setting
- Experience working with diverse youth & adult populations
- Familiarity with the Department of Youth and Community Development (DYCD) and its requirements for youth employment programs

- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)

Fingerprinting is required prior to or within 30 days of employment