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| Job Title | Program Assistant |
| PVN ID | LA-2507-006910 |
| Category | Administrative Services |
| Location | LAGUARDIA C. C. |
| Department | Division of Student Affairs |
| Status | Part Time |
| Hourly Rate | \$28.00-\$33.00 |
| Hour(s) a Week | 20.00 |
| Closing Date | Jul 21, 2025 (Or Until Filled) |

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program assists students with disabilities with a successful transition from postsecondary education to meaningful employment opportunities. The Program Assistant will provide administrative support for all areas of ACCES Pre-ETS, including marketing/outreach, record-keeping and event facilitation. They will also assist with coordinating communication between the program and internal and external stakeholders. This position is supervised by the grant-designated Project Manager within the Division of Student Affairs.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Duties and Responsibilities:

- Assist with applicant information sessions and interviews by scheduling applicants via phone and email, preparing all necessary paperwork, and reserving rooms/ creating links for virtual events
- Coordinate program calendars and attend program-related meetings
- Create and maintain student records
- Answer phones and respond to students' in-person and email inquiries; engage in follow-up as needed
- Assist with attendance collection for programmatic events and initiatives
- Assist with the implementation of social media marketing/outreach plan and create content to engage students
- Refer program participants to campus resources

Other Duties

- Perform other duties as assigned

Qualifications

- High school diploma required; Associate's or Bachelor's degree preferred
- Experience in a higher education setting preferred
- Proficient in Microsoft Office (i.e., Word, Excel, PowerPoint)
- Excellent customer service skills
- Excellent written, verbal communication and organizational skills

About LaGuardia Community College

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 more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).