

Job Title	Program Assistant
PVN ID	LA-2509-007037
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$48,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Nov 23, 2025 (Or Until Filled)

General Description

The Program Assistant will provide administrative and programmatic support to the Summer Youth Employment Program (SYEP) and Work, Learn & Grow (WLG) Program. Reporting to the SYEP/WLG Director, the Program Assistant will assist with participant job search activities, career readiness support, and day-to-day administrative tasks. This role contributes to the smooth operation of the programs and supports participants in obtaining meaningful internships, with the potential to transition into permanent employment.

Performance Responsibilities:

- Assist the Senior Employment Specialist in coordinating job search activities for program participants, including resume development, job applications, and interview preparation.
- Provide logistical support in planning and facilitating orientations, career readiness workshops, and employment-related sessions.
- Maintain accurate participant records, including attendance, placement information, timesheets, and compliance documentation.
- Perform administrative tasks such as data entry, preparing reports, filing, and updating databases.
- Communicate regularly with participants regarding program requirements, deadlines, and resources.
- Support worksite monitoring activities to ensure compliance with program guidelines and provide assistance in resolving issues as needed.
- Serve as a point of contact for participants, employers, and staff by providing professional and timely responses to inquiries.
- Collaborate with the Senior Employment Specialist and other team members to ensure smooth program operations and continuous improvement of services.

Other Duties

- Assist with enrollment and job placement.

- Assist with the presentation of program educational workshops.
- Assist with reflection sessions.
- Assist with processing participant payroll.
- Assist with distribution of payroll cards.
- Assist with production of participant ID cards.
- Perform additional duties as assigned by the SYEP Director.

Qualifications

- Associate's degree required; Bachelor's degree preferred; relevant work experience may be considered in lieu of a degree.
- At least one-two years of experience in workforce development, youth development, career services, or administrative support.
- Strong organizational skills and attention to detail with the ability to manage multiple priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and ability to learn and utilize program-specific databases.
- Excellent verbal and written communication skills.
- Demonstrated ability to work collaboratively with colleagues, participants, and community partners.
- Commitment to supporting the professional growth and success of young adults.

Schedule:

- This position is based in person at the program's designated office location. Standard work hours are Monday through Friday, 9AM-5PM. The position may require occasional evenings and weekends to support program events, orientations, and participant needs.

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

A background check and finger printing are required within 30 days of employment.

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).