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| Job Title | Administrative Assistant |
| PVN ID | LA-2510-007052 |
| Category | Clerical/Office Services |
| Location | LAGUARDIA C. C. |
| Department | 10K Small Businesses |
| Status | Full Time |
| Annual Salary | \$55,000.00 - \$65,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Dec 01, 2025 (Or Until Filled) |

General Description

10,000 Small Businesses is a national investment by Goldman Sachs to spur growth and job creation in small businesses. Goldman Sachs selected LaGuardia Community College of the City University of New York as the pilot partner to design and launch 10,000 Small Businesses. Through an unprecedented combination of classroom training, expert advice and mentoring, business owners will develop and implement strategies to grow their firms. Those business owners selected to participate in this intensive program will receive rigorous training on business fundamentals through a curriculum devised by LaGuardia Community College in collaboration with the nation's top business schools and tailored to the practical needs of small firms.

Under the direction of the Director of Operations and Strategic Initiatives, the Administrative Assistant will be responsible for supporting the day-to-day operations of *10,000 Small Businesses* at LaGuardia Community College. They will play a vital coordination role in ensuring program operations are effective for program scholars and staff, and that the business services and education services components are tightly coordinated, including providing support to the Executive Director in scheduling key meetings and activities.

The Administrative Assistant must be self-directed. They will be able to effectively interact with program staff and participants. The successful candidate will take initiative, be outcome-oriented, a problem solver, a skillful communicator, creative, and an effective collaborator.

Core Responsibilities:

- Provide support to the Director of Operations and Strategic Initiatives with the coordination of day-to-day operations for the program, including the entire application process and preparation of classes
- Ensure program materials needed for each module and clinic are prepared in advance
- Ensure program components are scheduled in a timely fashion, like additional classrooms or space needed
- Utilize technology to capture information related to program participants
- Answer telephones, schedule meetings, and perform data entry
- Interact with participating scholars to provide relevant, accurate, and timely information related to schedules, events, and administrative matters

- Serve as point of contact for vendors, such as water; office supplies; food; and college department partners, including IT, building and grounds, security and facilities

Specific Tasks:

- Answer the telephone and route messages to appropriate staff
- Assist with the application process, including uploading materials and following up with candidates directly via telephone or email for missing materials
- Assist with the setup for all classes and clinics, ensuring moveable walls are adjusted appropriately for each module
- Coordinate with IT and/or facilities to address any specific requirements, such as technical support or temperature control adjustments from building and grounds
- Prepare and print all materials needed for the launch of a cohort and all classes, clinics and events, including name badges, name plates, sign-in sheets, and all necessary supplies
- Order office supplies, including liaising with the appropriate college staff for any office equipment or other supplies
- Confirm additional space or classrooms needed for a specific module, clinic or event is done prior to the start of a cohort
- Organize and plan menu for all classes, clinics and events, from breakfast, coffee, water, lunch, afternoon snacks, including liaising with caterer to confirm order and serve as point of contact with delivery person to ensure food is delivered in a timely manner
- Upload menu for each class onto Canvas for scholars to see prior to class. Ensure food and refreshments are set-up for every class, clinic or event
- Handle the process of submitting purchase orders for all items, and payment of invoices after consultation with Director of Operations and Financial Analyst
- Manage the dedicated email account for *10,000 Small Businesses* daily and main telephone line and ensure that requests or questions are routed to the appropriate staff
- Confirm and handle any request for parking with the appropriate office and any payments
- Other duties as assigned

Other Duties

Qualifications

- Associates Degree required from an accredited school in Business, Public Administration, Government Affairs or related field and at least three to five years' experience in administrative duties. Bachelor's degree preferred.
- Strong Microsoft Office skills and knowledge of technology
- Excellent spoken and written communication skills
- Detail oriented with excellent follow through
- Outgoing personality and ability to interact with people of diverse backgrounds
- Must be a passionate advocate for the program, its participants, and LaGuardia Community College
- Ability to work a flexible schedule, especially on class days, program events and alumni events

This is an in-person position with the option of some remote work. Appointments are subject to availability of

funding and satisfactory performance