
Job Title	Program Assistant
PVN ID	LA-2510-007091
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Workforce Development
Status	Part Time
Hourly Rate	\$26.00-\$26.00
Hour(s) a Week	0.00-25.00
Closing Date	Dec 31, 2025 (Or Until Filled)

General Description

Our Workforce Initiatives offers various training programs that prepare New Yorkers to begin and advance their careers in the electrical, plumbing, HVAC, Solar, Wind, and/or related fields through certificate education and training programs. Based in LaGuardia Community College's Workforce Development Department, our programs follow a nationally recognized curriculum from the National Center of Construction Education and Research (NCCER).

Reporting to the Program Coordinator of Green Jobs, the Program Assistant supports all day-to-day aspects of Solar Technician, Wind Technician, and other related training programs. Duties include data entry, intake and recruitment support, student and program records maintenance support, student communications, and other tasks, as needed.

Key Responsibilities:

- Support programs through various types of administrative duties
- Assist with applicant information sessions and interviews by scheduling applicants via phone and email, preparing any necessary paperwork, and reserving any classroom needs
- Support recruitment and assessment efforts by putting together fliers, making reminder calls, and coordinating between different steps of the process
- Maintain any required student records and data collection tools, which can include filing documents
- Prepare and process students certificates or credentials. Coordinating with graduates for pick up
- Enter student and program data into spreadsheets and online systems as required for reporting to funders
- Prepare class materials, including printing and copying of materials
- Answer phones and emails; respond to applicant's and student's questions
- Assist the program coordinator with information sessions, both online and in person
- Communication with loading dock team and receiving delivery orders
- Light manual labor in the form of clean-up/inventory of equipment and supplies
- Provide support for instructors, for example tech/AV support
- Other duties as assigned

Other Duties

Qualifications

- High School Diploma or GED
- Prior work experience (Minimum of 2 years)
- CUNY experience a plus
- Excellent time management skills and ability to multitask and prioritize work
- Strong written and verbal communication skills
- Proficient in MS Office, use of Word, Excel and PowerPoint

Job specifications:

- Preferred schedule: Monday through Friday, 2:00 – 7:00 pm. Some scheduling flexibility allowed.

This is a grant-funded, in-person position with the option of some remote work, through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

About 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). Please visit www.laguardia.edu to learn more.