

Job Title	Administrative Assistant
PVN ID	LE-1903-003006
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$30,000.00 - \$35,000.00
Hour(s) a Week	35
Closing Date	May 25, 2019 (Or Until Filled)

General Description

Position Description:

Accelerate, Complete, Engage (ACE) designed to increase graduation rates for Lehman students. Key ACE program features include a consolidated block schedule, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students and textbook assistance and free monthly Metrocards for all students. Further information is available at www.lehman.edu.ace.

The ACE Administrative Assistant performs comprehensive administrative duties to ensure productive ACE college office functioning and support the program's expansion activities, including program operations, recruitment and communication.

Other Duties

- Participate in student orientation and outreach efforts;
- Maintain databases, records and lists about program activities;
- Process budget requisitions and invoices for payment;
- Maintain current program information on department website(s), manuals, and other print or electronic sources;
- Organize and execute logistics for events and meetings;
- Serve as a front-line ambassador to the students, public and university community on informational matters;
- Participate in special projects as needed; and
- Other duties as assigned

Qualifications

Bachelor's degree and two years relevant experience

- At least two years of work experience in administration of a public service, social service, education, counseling or mentoring program; work with educators and students preferred;
- Commitment to promoting college access and success in post-secondary education;
- Strong writing and communication skills;
- Flexibility to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused and customer responsive environment;
- Strong presentation, verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of learners, students, faculty and staff;
- Detail orientation and organizational skills with the ability to manage multiple assignments, establish priorities and meet deadlines;
- Computer proficiency using standard office software programs/applications, including ACCESS database and Google Docs.
- Must be flexible enough to work some evenings and weekends.