

<b>Job Title</b>	Program Assistant – Immigrant Nurse Upskilling Program
<b>PVN ID</b>	LE-2202-004582
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	School of Continuing and Professional St
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$38,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 16, 2022 (Or Until Filled)

## General Description

The School of Continuing and Professional Studies at Lehman College is seeking an experienced Program Assistant to support the program manager with administrative duties for the preparation, screening, launching, and execution of the successful foreign-born RN English/NCLEX program in the Bronx. The program is dedicated to increasing the number of bilingual/bicultural nurses in New York by providing the customized English and test preparation training that internationally trained nurses need to pass the NCLEX and become NYS licensed nurses. Reporting to the Program Manager, the program assistant is responsible for the administrative systems and processes that support daily program operations. The program assistant will be providing support to the program team including the program manager, educational case manager, and the nursing and ESOL faculty.

You must have a passion for student success, possess the collaborative skills to support a program team, and the ability to provide operational excellence in a fast-paced environment.

## Other Duties

### Responsibilities

- Managing student records from screening through completion
- Leading student orientation and pre-assessment sessions
- Tracking and reporting student outcomes (attendance, grades, progress, certifications, etc.)
- Providing support to ESOL & NCLEX-ELL instructors and other staff members.
- Providing technical support to ESOL & NCLEX-ELL classes
- Participating in weekly update and reporting meetings
- Purchasing of books, tests, and supplies
- Trouble-shooting student concerns
- Additional duties as needed

## Qualifications

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### Qualifications

- Associate Degree with at least two (2) years' work experience in operations/administration that required attention to detail in a fast-paced environment.
- Superior customer service, communication, and presentation skills.
- Digital Fluency: MS Office 365 and advanced MS Excel skills required
- Must have a passion for helping adults advance in their career.
- Schedule flexibility: able to work at CUNY on the Concourse, Bronx, in-person 2-3 days a week and work remotely the remainder of the schedule. Occasionally support evening and weekend program events.

### Preferred Qualifications

- Bachelor's Degree in a related field with at least three (3) years' experience as an administrative assistance
- Knowledge and experience of the CUNY system
- Bilingual – Spanish speaker a plus

Position is grant funded until Sept 2023 with option of renewal.