Job Title	College Assistant (Part-Time)
PVN ID	LE-2310-005936
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute
Status	Part Time
Hourly Rate	$23.24-$23.24
Hour(s) a Week	19.00
Closing Date	Dec 24, 2023 (Or Until Filled)

General Description

Lehman College is looking for a part-time College Assistant (CA) for the Educational Opportunities Initiative of the CUNY Mexican Studies Institute. Reporting to the EOI Coordinator, the CA will provide administrative and program support to this administrative and academic institute, by coordinating department operations and assisting in the different necessities of the EOI-MSI. The CA will assist in the day-to-day running of the office.

Other Duties

Other duties will include but are not limited to the following:

- Performs miscellaneous clerical, administrative, research or other work related to the initiative's operation.
- Supports different projects and initiatives of EOI-MSI.
- Evening hours and some weekends are required.
- Support clients.
- Organizes materials for events when needed.
- Other duties as assigned.

Qualifications

These professional and business core competencies are highly preferred:

- Demonstrated ability to apply a sound knowledge of best practices related management of files and records, including preservation and protection (familiarity with FERPA guidelines)
- Demonstrated experience in student management and development in a higher education environment with diverse student populations

- Strong presentation, verbal and interpersonal skills to successfully work with and present to diverse stakeholders in both English and Spanish
- Strong work ethic, character and personal integrity when dealing with sensitive documents
- Detail oriented with strong organizational, writing and editing skills
- Demonstrated ability to work as a team player
- Ability to work well in student-centered, time-sensitive, dynamic and responsive office
- Computer proficiency using standard office software programs and applications
- Advanced knowledge: MS Office, Adobe Creative Cloud and Photoshop
- Fully bilingual Spanish/English

QUALIFICATIONS: College Student working towards a Bachelor's degree.