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<b>Job Title</b>	Educational Opportunities Initiative Assistant
<b>PVN ID</b>	LE-2504-006806
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Mexican Studies Institute
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$23.24-\$23.24
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Jun 21, 2025 (Or Until Filled)

## General Description

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The Mexican Studies Institute seeks a College Assistant to serve in the Educational Opportunities Initiative (EOICA).

The Educational Opportunities Initiative is a community-driven program that offers free one-on-one online and in-person consultations for New York residents. It connects them with educational services in NYC and NYS to bridge the educational gap.

The EOICA will provide one-on-one educational advisement on a case-by-case basis at their assigned hubs. This person will manage clients' cases, such as intake surveys, maintaining confidentiality, recording and organizing databases, and following up on clients' educational goals and success.

The EOICA will assist in distributing informational and educational materials and delivering workshops about different educational topics at NYC schools, CBOs, and other organizations to promote educational services available in NYC and the resources provided at the institute.

The EOICA will continuously research the available educational opportunities to provide the most up-to-date information to clients. The EOICA will foster a positive environment that promotes success and increases client enrollment.

The EOICA will provide administrative and programmatic support, train interns, engage in community engagement, and report directly to the EOI Coordinator.

## Other Duties

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- The EOICA will foster a positive environment that promotes success and increases client enrollment
- Maintain strong relationships with current and new clients and partners
- Sustain the implementation of the strategic vision for increasing the presence of the Institute throughout

## New York City

- Support in different tasks, small and large-scale events that relate to advancing the mission of the Institute
- Support projects, initiatives, and activities that impact an academic or administrative department
- Assist management in planning activities and assigning projects to interns
- Manage basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information
- Collect data, prepare, and distribute reports and presentations using word processing, spreadsheet, and presentation software
- Update office databases, lists, and files to ensure completeness and accuracy
- Maintain current information on the department's website(s). Also, maintain department archives and collections
- Conduct internet and/or database research and perform basic systems queries to locate information related to department activities
- Maintain department fiscal plans and budgets; assist in budget administration and invoice processing
- Provide basic information, instructions, and materials as requested by students, faculty, and others who contact the department
- Perform miscellaneous clerical, administrative, programmatic, research, train interns, engage in community engagement, or perform other work related to the Institute's operation
- May offer training and supervision to office staff, interns, and volunteers
- Perform related duties as assigned

## Qualifications

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- Demonstrated ability to apply sound knowledge of best practices for managing files and records, including preservation and protection (familiarity with FERPA guidelines)
- Strong presentation, verbal, and interpersonal skills to successfully work with and present to diverse clients and partners in English and Spanish
- Strong work ethic, character, and personal integrity when dealing with sensitive documents
- Detail-oriented with strong organizational, written, and editing skills in English and Spanish
- Must possess excellent communication and time management skills and the ability to prioritize work
- Organizational skills, attention to detail, and the ability to follow established processes
- Excellent customer service skills
- Some evening and weekend hours are required

## QUALIFICATIONS

- College student working towards a bachelor's degree
- Fully bilingual in Spanish and English
- Self-motivated, must be able to work independently and lead a site
- Ability to work as a team player
- Ability to work well in a student-centered, time-sensitive, dynamic and responsive office
- Process soft skills that promote teamwork, effective communication, collaboration, proactivity, and problem-solving
- Computer proficiency using standard office software programs and applications
- Proficiency in MS Office, particularly in MS Excel, MS Word, and MS Outlook
- Comfortable using Mac devices such as MacBook, iPad, and iMac

