

<b>Job Title</b>	Part-Time Administrative Assistant
<b>PVN ID</b>	NY-1610-001463
<b>Category</b>	Clerical/Office Services
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	CUNY Service Corps
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Dec 24, 2016 (Or Until Filled)

## General Description

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**Title: Administrative Assistant (Part-time)**

**Organization Name: New York City College of Technology/ CUNY**

**Department: Office of the Provost**

**Location: Downtown Brooklyn**

**Website: <http://www.citytech.cuny.edu/>**

**[Cuny.edu/servicecorps](http://Cuny.edu/servicecorps)**

**Application Deadline: ASAP**

### **General Description:**

The CUNY Service Corps at New York City College of Technology (City Tech) seeks a savvy, energetic, optimistic and self-motivated part-time administrative assistant to help with administrative work in a purpose-driven higher education setting that inspires and prepares students to give back to their communities and to integrate service into their college education.

The CUNY Service Corps, an intensive civic engagement and professional development program, aspires to develop the next generation of community leaders. It mobilizes students to work on neighborhood projects that tackle pressing community needs at the grassroots level in four areas: health, education, economic development and sustainability. While practicing engaged citizenship, students also increase their transferable skills, workplace skills, leadership, people skills, self-confidence, knowledge of social issues and the landscape of community-based organizations.

### **Job Duties:**

### **Recruitment**

- Assists with creating information packages and promotional materials
- Assists with coordinating outreach presentations
- Assists with managing recruitment events, interviews, applicant screening and selection process
- Assists with creating posters that highlight student experiences and community service
- Assists with managing online presence and “branding”

## **Human Resources**

- Assists with the onboarding and new hire orientation process
- Assist with managing biweekly timesheets, performance and attendance records
- Assists with coordinating monthly workshops and compliance trainings
- Responds to and follows up with student inquiries and troubleshoots issues

## **Program Management**

- Assists with writing monthly student progress notes
- Assists with establishing long lasting relationships with major stakeholders
- Assists with database management to ensure accuracy; tracks trends
- Assists with preparing monthly reports; helps identify inspiring human stories
- Assists with office management duties (calendar, ordering supplies)
- Maintains understanding of policies and regulations relevant to the program
- Performs related duties as assigned

## **Core Competencies:**

- Strong organizational skills and attention to details
- Can write clearly, accurately and on deadline
- Strong follow up skills that ensure timely response to students and other stakeholders
- Strong computer skills and ability to analyze data
- Ability to be flexible and to adapt to changing situations and priorities
- Ability to be diplomatic and to maintain confidentiality and professionalism
- Commitment to service-learning, community service, career services or higher education

## **Qualifications:**

- Bachelor’s degree
- Minimum of two years of (full-time) experience working in an office position, preferably in higher education, community services or career services

**Compensation: \$16-18/hour (19 hours a week)**

**This is grant funded position. End date: May 2016**

**Renewal of position will be dependent on availability of funds.**

Other Duties

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Qualifications

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