

Job Title	Administrative Assistant
PVN ID	NY-2106-004046
Category	Clerical/Office Services
Location	NYC COLLEGE OF TECHNOLOGY
Department	SBDC NYC College of Technology
Status	Full Time
Hourly Rate	\$15.00-\$20.00
Hour(s) a Week	35
Closing Date	Oct 31, 2021 (Or Until Filled)

General Description

This position is a full time temporary position for a student intern to work with the Acting Director and EDC Business advisor and Office manager at the SBDC New York City College of Technology Disaster Assistance Center. The position will commence as soon as possible. The position will focus on all clerical responsibilities from filling and intake of client request for counseling to assisting Business advisor with Covid 19 related client file data entry, filing, intake request for counseling. Student intern will aid the office Manager and business advisor with all aspects of compliance for accurate record keeping of files and data entry into the NYS Software webmqs.

Student intern must demonstrate the ability of being Social Media savvy. Ability to create on line meetings using Zoom , Microsoft office Google meets WEBEX and other virtual meeting platforms.

Demonstrate excellence written and verbal communication skills, and customer service.

Positive can do attitude and ability to work effectively with others in the team.

Maturity to understand SBDC mission and to work to develop Centers news letter with Marketing Advisor.

Verbal and written fluency in a language other than English a definite plus

Other Duties

Student intern will assist Business advisor in helping business owner with establishing a Social Media presence.

Occasional Field work will be involved , promoting SBDC services to the community.

Intern will be responsible for outreach in High Schools with SBDC Acting Director and doing Videos of young Entrepreneurs for Entreskills on line platform.

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Demonstrate excellence written and verbal communication skills, customer service

Qualifications

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