
Job Title	Goal Assistant
PVN ID	QB-2007-003677
Category	Clerical/Office Services
Location	QUEENSBOROUGH C. C.
Department	Continuing Education & Workforce Develop
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	15.00-19.00
Closing Date	Sep 02, 2020 (Or Until Filled)

General Description

Queensborough Community College is dedicated to academic excellence and rigor and to providing an affordable, high-quality education to pre-college, college, and lifelong learners. Our faculty and staff are committed to the holistic development of today's students in a nurturing and diverse environment that prepares them to be successful in a dynamic workforce. The College affirms its open admissions policy and its strong support of critical thinking, intellectual inquiry, global awareness, civic responsibility, and cultural and artistic appreciation. Queensborough proudly reflects the unique character of the local Queens community, the most diverse county in the United States.

The Carl D. Perkins Career and Technical Education Act is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

This job will be funded by the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) 2021.

The Goal Assistant will be a member of the R.I.S.E. (Road Interdependence and Student Excellence) team, CTE Advisement & Advocacy team and the CTE Interdisciplinary Team and the Local Advisory Council

Other Duties

The following are tasks and responsibilities that will cover the workload of three Directors, and the Finance Goal Associate

- Assist Goal Associate on the hiring process to collect and ensure that each person hired has completed forms such as: Annual Leave Forms, CUNYFirst account forms and Remote Work Agreements

- Ensure successful procurement: ensure that quotes, small order forms and purchase requisitions are reflected on the back up sheet.
- Assist Goal Directors on myriad events that will take place:
- Prepare materials/ Scheduling/ Invite attendees/RSVP/marketing
- On campus: Booking rooms/printing/handouts/signage/ “proctor” events with Goal Coordinator
- Online: Monitor online presentations/chat rooms
- Support Goal coordinators with marketing of credit and non-credit CEWD CTE programs, the R.I.S.E. Program, and the Technology with the AWS courses and in Health Care with the Certified Nursing Assistant (CNA) Program
- Support goal coordinators with maintenance of spreadsheets/database on all pertinent student files and contact lists. Collect, organize and file electronic and paper paperwork. Prepare and track attendance sheets, prepare and distribute end-of-course certificates for students as needed
- Assist Goal Coordinators with organization of all virtual and in person events
- Assists Goal Coordinator on the (back end) planning & execution of the CTE Interdisciplinary Team under the guidance of Goal One Director

Qualifications

Strong presentation, verbal and interpersonal communication skills to successfully work with and present to diverse learners and audiences

- Strong work ethic, character and personal integrity and the ability to work with the utmost professionalism, discretion and confidentiality
- Detail oriented, with strong organizational writing skills
- Ability to work well in a time-sensitive dynamic, student-centered responsive program
- Computer proficiency using standard office software programs/applications