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<b>Job Title</b>	Career and Technical Education Goal Assistant
<b>PVN ID</b>	QB-2106-004051
<b>Category</b>	Clerical/Office Services
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Academic Affairs
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 11, 2021 (Or Until Filled)

## General Description

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

This is a full-time position, 35 hours per week paid through the Research Foundation of CUNY.

July 1, 2021 – June 30, 2022 (potential for re-appointment each fiscal year)

Salary commensurate with experience.

Reporting to the Perkins Grant Director and Financial Associate, this position will be responsible for:

### RF CUNY Administrative Tasks

- Assisting the Perkins Grant Director and Financial Associate on all processes and procedures regarding RF CUNY hiring
- Ensuring successful procurement: confirm that quotes, small order forms and purchase requisitions are

reflected on the back up sheet.

- Helping with accounts payable tasks such as invoices submitted by Perkins team (chairs, faculty, student success advocates, etc.)
- Ongoing monitoring of Perkins budget activities within the RF system and ensuring it matches our back up sheet.
- Assisting any and all Perkins team who request information or assistance regarding budget issues.
- Communicate and follow up with Financial Associate regularly.

## Other Duties

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### **General Marketing/Administrative tasks to support activities to achieve the grant's goals**

- Assist in preparing materials, creating presentations, flyers, scheduling, inviting attendees to events, meetings; in general – organization of all virtual and in-person activities
- On campus: Booking rooms/printing/handouts/signage/ “proctor” events
- Online: Monitor online presentations/chat rooms
- Assist with Salesforce data entry/management, ongoing training with Salesforce and learning to generate reports/exports, etc.
- Take meeting minutes and prepare them for reporting purposes (specifically Perkins LAC meetings and possibly others)

## Qualifications

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- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
- Ability to read, understand, and follow administrative policies and procedures;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to identify administrative problems and correct incidents of poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;
- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.

### **Qualifications**

Associate's Degree is required.

**Preferred Qualifications**

- Strong written/verbal communication and interpersonal skills with ability to make presentations and lead small group discussions
- Prior experience in higher education
- Computer skills, particularly Microsoft Office (Outlook, Excel, PowerPoint, and Word), and aptitude to learn new systems as needed.
- Knowledge of Salesforce, Survey Monkey, CUNY First