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Job Title	Project Assistant
PVN ID	QB-2307-005754
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Office of Continuing Education & Workfor
Status	Part Time
Hourly Rate	\$30.00-\$34.00
Hour(s) a Week	15.00-19.00
Closing Date	Sep 24, 2023 (Or Until Filled)

## General Description

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Queensborough Community College's Office of Continuing Education & Workforce Development (CEWD) is seeking an experienced, dynamic and results-oriented part-time Project Assistant for its latest Certified Recovery Peer Advocate (CRPA) Program. The Project Assistant will provide day-to-day administrative, operational and clerical support to the QCC CRPA Team.

Certified Recovery Peer Advocates (CRPA's) are individuals with lived experience who have been certified to provide coaching, support, information, guidance and motivation to those seeking or sustaining recovery from a substance use diagnosis. QCC has trained nearly 200 students in our nine cohorts, making us the first educational institution to offer a comprehensive CRPA program to qualified New York City candidates. Our ground-breaking Educational and Career Readiness CRPA program includes the non-credit CRPA workshop and a three-credit complementary Public Health course in **Addictions and Dependencies**, which ensure our students learn successful knowledge and practice as they pursue their CRPA certifications. Other unique elements of our CRPA program model include wraparound services, including an Instructor, Assistant Case Manager, Employment Specialist/Career Counselor and a Computer Technology Instructor to ensure that students have job-ready technology skills to be successful in a CRPA position in today's job market. Additionally, QCC is committed to job placement for students who have completed the CRPA program.

## Other Duties

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- Provides day-to-day administrative, operational and clerical support to the QCC CRPA Team, to ensure that the program runs smoothly, efficiently, and effectively, in support of program goals and outcomes.
- Supports the Project Manager in the recruitment, screening, and retention of students, including assisting with Information Sessions.
- Supports administrative processing of students' program applications, CRPA certification applications and career applications, working directly with students to collect and process necessary documentation and liaise with external agencies, organizations, and employers to achieve certification and employment goals

and outcomes.

- Monitors general program email account and respond to prospective applicants.
- Prepares, modifies and maintains important shared documents (including data spreadsheets, reports, logs, reports, and memos);
- Performs general administrative/clerical duties, including data entry, record-keeping, document collection, and maintenance of electronic databases.
- Handles requests for information and data, both internal and external.
- Communicates professionally via telephone and e-mail with applicants, students, employers, colleagues, and other internal and external stakeholders.
- Supports the Project Manager throughout all Information and Recruitment Webinars and activities.
- Supports the Project Manager and Instructors throughout the Vestibule Training, the non-credit CRPA Workshop and the three-credit course.
- Assists with organizing events, including employer presentations, job fairs, graduation, etc.
- Assists Program Manager with set up for CRPA Conference.
- Other duties and responsibilities as assigned.
- The ability to work in a remote as well as a face-to-face, in-person working environment, with flexible hours, is required.

## Qualifications

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- HS Diploma/GRE required; Associate's/Bachelor's degree preferred.
- At least 2 years of experience supporting projects in a professional environment; higher education work experience is a plus.
- At least 2 years of experience working with Workforce Development and/or training programs.
- Knowledge of and experience with CRPA or CRPA-related programs a plus.
- Experience supporting projects with multiple stakeholders.
- Must possess strong organizational, interpersonal, and communication skills with a collaborative and solutions-oriented workstyle.
- Must demonstrate an ability to manage timelines/deadlines successfully and to achieve key targets and milestones.
- Able to work independently and efficiently, perform multiple tasks simultaneously, and work within a team environment.
- Must have a strong working knowledge of Google Drive, Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook.
- Must be committed to supporting the goals and outcomes of the CRPA program and to serving the needs of the CRPA student population.