Job Title	Program Assistant
PVN ID	QC-1812-002850
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Student Affairs
Status	Part Time
Hourly Rate	$18.00-$18.00
Hour(s) a Week	14.00
Closing Date	Feb 13, 2019 (Or Until Filled)

General Description

The CUNY EDGE program serves CUNY students collecting public welfare benefits. CUNY has a 20 year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

CUNY EDGE is currently in the midst of a strategic planning process to revamp core programming to better support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development, and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence.

General Duties

- Supports the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment;
- Monitors and reports attendance in classes, HRA Work Study, Federal Work Study, and internships utilizing the required data systems (Smart Evals, Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), and Research Foundation payroll;
- Completes and collects HRA, college, and Research Foundation paperwork;
- Facilitates personal and professional development seminar series;
- Participates fully in professional development opportunities.

Other Duties

- Provide exceptional customer service;
- Provide overall administrative support to program; Perform related duties as assigned.

Qualifications

- Bachelor's degree, with at least one year of experience preferably in an educational or social service program serving low-income students;
- Excellent communication skills (written, oral and interpersonal);
- Proficiency using standard office computer programs, systems, survey tools, and databases;
- Ability to work in a team while also handling individual day-to-day responsibilities independently.