

Job Title	Assistant
PVN ID	QC-2201-004487
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	15.00
Closing Date	Mar 10, 2022 (Or Until Filled)

General Description

Category: Assistant

Location: Queens College, CUNY GENERAL DESCRIPTION

The individual is to serve as Assistant for the Queens College Blackstone LaunchPad Entrepreneurship Center. This will require serving as the primary point of contact for the center on a number of projects.

Queens College enjoys a national reputation for its liberal arts and sciences and preprofessional programs. With its extensive range of graduate and undergraduate degrees, honors programs, research opportunities, and internship placements, the college serves more than 20,000 students. In collaboration with Blackstone, one of the world's leading investment firms headquartered in New York, Queens College has set up the Blackstone LaunchPad program to support student ventures by helping with entrepreneurial skill-building so students can succeed in any career they choose.

The Assistant to Queens College Blackstone LaunchPad Entrepreneurship Center will assist in organizing and scheduling events, coordinating the schedule with the diverse set of users and stakeholders, updating the website and platform for the program, handling administrative tasks and marketing.

Preference will be given to a candidate with superior communication skills, both written and verbal, a customer service mindset, an ability to meet deadlines, and the capacity to think creatively to help all stakeholders achieve their goals.

DUTIES AND RESPONSIBILITIES:

- Organizing and scheduling events, conferences, workshops, bootcamps and other entrepreneurship and skill-building programming for students
- Coordinating with the diverse set of users and stakeholders.
- Contribute to Annual Reports.

- Update the website and platform for the program
- Performing administrative tasks.
- Marketing: building out unique campaigns and implementing them on social media and in public spaces.
- Assisting with a newsletter, expanding our connections and our reach within communities and small business networks.

QUALIFICATION:

The successful candidate will have the following knowledge, skills, and abilities:

- Customer service mindset
- Ability to operate in a multitask environment
- Prioritization and problem-solving skills
- Performs highly among key attributes of individual resilience: positive, proactive, focused, flexible, organized.
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff, and external constituents in a large organization.
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines
- Strong computer proficiency using standard office software programs, in particular Microsoft Office

EEO

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

Department

Center for Career Engagement and Internship

Status Part-time

Annual Salary

\$14,400 (up to 15 hours per week for 48 weeks, \$20 per hours)

Contact: Luc Marest, Campus Director Blackstone LaunchPad at luc.marest@qc.cuny.edu

Queens College of the City University of New York is an Equal Opportunity/Affirmative Action/American with Disabilities Act/E-Verify Employer

Other Duties

Qualifications
