

Job Title	Program Assistant
PVN ID	QC-2302-005399
Category	Instruction and Social Service
Location	QUEENS COLLEGE

Department

Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	15.00
Closing Date	Apr 01, 2023 (Or Until Filled)

General Description

The Professor Marvin Milich, Emeritus, Program Assistant in Accounting:

A collaboration of the Accounting Department and Academic Advising Center as per the generosity of Professor Emeritus Milich and friends.

Part-time Program Assistant. The Academic Advising Center (AAC), Queens College:

The AAC provides new and continuing undergraduate students (unaffiliated with special programs) with centralized support services to ensure retention and timely receipt of the baccalaureate degree.

The Professor Marvin Milich, Emeritus, Program Assistant in Accounting is a new part-time position that will assist professional and faculty advisors in supporting potential or declared students in the Accounting major(s). This specialized position will be a liaison between the AAC and the Accounting Department to coordinate efforts and collaborations in the best interest of QC students to facilitate entry and success in the major.

Compensation:

The rate is \$20/hr. for up to 15 hrs. week with expectation of a flexible schedule that will shift depending on season/activities/student need.

To Apply:

Please upload a cover letter, resume, and contact information for three professional and/or academic references to the RF Careers page. If you have any questions, please to contact Ms. Laura A. Silverman, Director, Academic Advising Center, Queens College/CUNY at Laura.Silverman@qc.cuny.edu.

Other Duties

Duties of the Professor Marvin Milich Academic Advisor in Accounting:

- Assist with the onboarding and orientation of new Accounting students.
- Under the tutelage of professional and faculty advisors, support undergraduate Accounting students to understand degree requirements, set academic goals, and the strategies by which to achieve them.
- Inform Accounting students about college policies, technologies, and business processes and help guide and inform them of student support services.
- Help to arrange and co-facilitate group workshops and presentations pertaining to the Accounting major and special events and opportunities.
- Collaborate with Accounting faculty and professional advisors on student-focused initiatives and troubleshoot issues pertaining to student advising.
- Serve as a liaison between Accounting faculty and the AAC.
- Maintain data and notes in QC Navigate.

Qualifications

- Baccalaureate degree in Accounting required. Master's degree or enrollment in an Accounting master's program preferred.
- Applicant should be professional and personable; possess excellent communication skills, and able to present information effectively.
- Applicant must be able and willing to continuously synthesize information and adapt to change.
- Applicant must be flexible in work hours that will include year-round advising (winter and summer sessions in addition to fall and spring), as well as evenings and weekends as needed.