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<b>Job Title</b>	Program Assistant
<b>PVN ID</b>	VA-1610-001465
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education and Workforce Devel
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$37,500.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 31, 2017 (Or Until Filled)

## General Description

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The City University of New York (CUNY), the nation's largest urban public university, comprises 24 institutions throughout the five boroughs that enroll 270,000 degree-credit students and approximately 270,000 continuing education students a year. The CUNY Central Office Continuing Education and Workforce Programs (CEWP) Unit operates several programs with the goal of providing access to essential training, resources, and support that allows participants to successfully enter or reenter the workforce. Reporting to the Director of Workforce Programs, the Program Assistant will support these important initiatives.

### CUNY Next Steps

Through a partnership with the New York City Department of Correction (DOC), CEWP operates the CUNY Next Steps program for detainees on Rikers Island. The purpose of this partnership is to deliver a set of services to reduce idle time and subsequently violence on the Island, and to provide inmates with educational opportunities, industry recognized credentials, life skills, and transition planning allowing them re-enter society and ultimately gain employment. After one year of successful operation Next Steps is expanding to two additional facilities and is seeking a Program Assistant to assist with operation of the program across all three sites at Rikers Island.

### DYCD Advanced Training Partnership

Through a partnership with the Department of Youth and Community Development (DYCD) and their Out of School Youth (OSY) providers, CEWP operates the DYCD Advanced Training partnership. The goal of this partnership is to connect OSY youth to advanced training opportunities in high demand sectors at CUNY schools, support them in completing these programs, and connect the youth with employment opportunities.

### Key Responsibilities

- Coordinate, record and track daily attendance for classes
- Maintain inventory of program supplies and monitor levels of need
- Together with Associate Project Director, identify and orientate new students

- Develop data tracking and monitoring systems
- Maintain daily, monthly, and quarterly reports
- Schedule meetings and phone conferences with providers
- Coordinate events (i.e. recognition ceremonies)
- Manage clearance requests for CUNY Next Steps
- Provide group facilitation coverage as needed
- Maintain proficiency in Excel, Word, and Power Point
- Effective communication with supervisors, partners, and DOC

## Other Duties

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- Be willing to be trained to serve as a substitute Instructor when Instructional staff are absent
- Be willing to be trained to serve as a tutor and/or support for Instructional staff with students who require it

## Qualifications

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- Passion and commitment for working with underserved populations and belief in the goals/mission of the Next Steps Program
- Human Services experience required, experience in workforce development and/or working with criminal justice populations preferred
- Proficiency in Microsoft-based programs: Word, Excel, PowerPoint and Outlook.
- High School Diploma required, Associate Degree Preferred—will consider comparable specialized training in lieu of degree
- Ability to multi-task, meet tight deadlines
- Willingness to adhere to observance of strict boundaries when working with inmates as required in correctional settings
- Willingness to maintain confidentiality of individuals served
- Must be able to pass correctional background check and security clearance
- Candidates who have overcome previous criminal justice involvement are encouraged to apply
- Bilingual English/Spanish preferred