
Job Title	Administrative & Programs Assistant
PVN ID	VA-1810-002769
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Continuing Education & Workfor
Status	Part Time
Hourly Rate	\$16.00-\$18.00
Hour(s) a Week	12.00-18.00
Closing Date	Dec 10, 2018 (Or Until Filled)

General Description

Siting within CUNY Central's Office of Academic Affairs, the Office of Continuing Education and Workforce Programs (CEWP) unit develops programs and policies to promote career readiness and job success for CUNY's degree-seeking and workforce development students. Through programs such as our Career Success Initiative, #CUNY TechWorks, and our Adult and Continuing Education occupational trainings, our team supports and implements workforce development initiatives designed to meet a variety of industry's needs for skilled employees in fields such as tech, healthcare, business, and the public sector. We are also striving to improve job and economic opportunities for our students and all New Yorkers through connecting them to high-quality, living wage jobs in New York City's growing industries.

We are currently looking for a qualified part-time Administrative and Programs Assistant (up to 19 per week) to join our team at 16 Court Street in downtown Brooklyn. We are looking for a friendly, organized, and dependable person with a "pitch-in" attitude to assist with the day-to-day administrative tasks that keeps the team organized and running. Because our work involves a variety of stakeholders and projects, we are a fast-paced office and the ideal candidate must be willing to quickly adjust to changing team needs and be able to prioritize tasks so he/she can effectively meet timelines and deadlines. Additionally, the assistant will provide program support including researching degree programs, labor market trends, and employers and providing operational support to our Career Success projects, therefore candidates should have an interest and desire to learn about workforce development, jobs and careers, and/or New York City industries.

Our Administrative and Programs Assistant able to work a stable schedule of least 5 hours per day, 3 days a week - Monday through Friday between the hours of 9-6. Occasional weekend or evening work may be required, but advance notice will be given.

This position will report to the Director of the Office of Workforce Partnerships.

Other Duties

- Provide administrative support such as appointment and meeting scheduling for team members, event planning assistance, and managing logistics such as booking rooms, ordering food, securing building access, and confirming technology needs/set ups.
- Provide operational and program support to various Career Success programs and staff including researching information, assisting in coordinating projects, and working with partners.
- Manage the office's employee timesheet submission and collection process including sending reminders, following up with late or non-submitters, and in-person collection where necessary.
- When needed, assist in preparing for meetings including prepping materials and aiding in the creation of agendas and PowerPoints for presentations.
- Perform clerical duties, maintain files, organize documents, photocopy, etc.
- Other duties as needed.

Qualifications

- Currently enrolled undergrad or grad student or BA/BS college graduate.
- At least one year prior work, volunteer, and/or internship experience in an office setting. Preference will be given to candidates with experience in administrative, program management, or office coordination/management.
- Able to work least 5 hours per day, 3 days a week - Monday through Friday between the hours of 9-6.
- Should be interested in and willing to learn about workforce development, career readiness, and/or economic development.
- Must be self-directed, dependable, and able to work without supervision. Should be energetic and eager to tackle new projects and ideas.
- Technology savvy—Comfortable and familiar with technology including social media and web-based applications. Intermediate MSWord, Excel, and Powerpoint; should be comfortable with basic Excel functions such as sum, average, and filter, as well as designing graphs and charts from Excel data.
- Strong research and information gathering skills.
- Excellent written and oral communication skills. Must be able to do well-written, professional email correspondence, as well as telephone communication.
- Good interpersonal skills. Able to respectfully work with a variety of personalities and maintain a friendly positive attitude.

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We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, 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.