
Job Title	CUNY Recovery Corps Administrative Assistant
PVN ID	VA-2105-004034
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	8.00-14.00
Closing Date	Jun 16, 2021 (Or Until Filled)

General Description

Program Overview: The City University of New York is launching the CUNY Recovery Corps—a new initiative that will be a part of DYCD's Summer Youth Employment Program (SYEP). This will be a large University-wide program serving 5,000 students this summer. CUNY Recovery Corps will provide eligible CUNY students with paid summer employment for six weeks for 25 hours per week with a pay rate of \$15 per hour. The goal of CUNY Recovery Corps is to promote career exploration and career development that effectively prepares students for long-term career success.

A subset of CUNY Recovery Corps will be the CUNY Welcome Corps program which will help create worksites on CUNY campuses that support the broadly defined goal of welcoming incoming CUNY students to the fall 2021 semester.

CUNY Recovery Corps/CUNY Welcome Corps seeks an experienced, dynamic, and detail-oriented professional to serve as an Administrative Assistant. This person will concentrate on ongoing program support. **(This is a temporary remote position beginning May 2021 through September 2021.)**

Key Responsibilities:

- Provide ongoing responses to student outreach and troubleshoot common issues with the student application process.
- Working collaboratively with the CUNY Welcome Corps team to build and execute meaningful stakeholder-facing communications, info sessions, and tools.
- Conduct research and data entry requests within the DYCD YEPS system.
- Performing related duties, as assigned

Interested candidates should submit a resume to Maggie.Read@cuny.edu.

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.

Other Duties

Qualifications

The successful candidate will have the following qualifications and skills:

- Some college, bachelor's degree preferred.
- Experience in and commitment to youth leadership in college access, transition and/or success
- One to three years' experience in the administration of complicated and fast-paced programs;
- Experience in office administration
- Outstanding organizational skills: detail oriented, ability to multi-task and problem-solve
- Highly Proficient in Microsoft Excel and Google Drive
- Experience in project management

Physical requirements

- Due to the COVID-19 pandemic, this position is a temporary remote (work-from-home) position. The location of the position in the future may operate in a professional office environment (in NYC).
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.