

<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	CC-1809-002737
<b>Category</b>	Clerical/Office Services
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Education
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$16.00-\$18.00
<b>Hour(s) a Week</b>	15.00-18.00
<b>Closing Date</b>	Oct 15, 2018 (Or Until Filled)

## General Description

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Position Details Summary: The City College of New York (CCNY) Bilingual Education and TESOL Programs seek a part-time administrative assistant to provide support regarding the administration of a major federal grant, and general program support.

The position is a renewable for 3 years. The Administrative Assistant will provide support in the daily operational and administrative functions related to the grant project.

### Qualifications:

- Administrative/office experience
- Familiarity with Microsoft Word and Excel, along with Google docs/spreadsheets, or willingness to learn
- Willingness to learn new systems and new technology
- Proficient in English speaking and writing
- Well-organized self-starter

### Details:

- Five days per week (at least three on campus, including Thursdays; hours for up to two days may be online)
- Late afternoon-early evening hours for on campus hours
- Year-round position (fall, spring and summer semesters, with more flexibility in the summer)
- Pay \$16-\$18/hour commensurate with experience

Other Duties

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Qualifications

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