

Job Description

Job Title: College Assistant - Information Technology (Multiple Positions)
Job ID: 13700
Location: Hostos Community College
Full/Part Time: Part-Time
Regular/Temporary: Regular

GENERAL DUTIES

- Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.
- There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.
- Maximum tenure for any employee in this hourly position is 1040 hours per year.
- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.
- Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The information Technology Department is seeking qualified College Assistants to perform the following tasks:

- Under supervision provides basic assistance to computer lab users.
- May transport technology equipment to campus classrooms as needed.
- Answers phone calls and emails from students and faculty about the Academic Computer Center.

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Basic understanding of computer technology; knowledge of CUNYfirst/Blackboard
- Good written/spoken English communication skills
- Ability to perform basic tasks as answering phone calls, composing e-mails, face-to-face interaction

COMPENSATION

\$11 - \$13/hr; Salary commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings"

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

Open until filled (Search Reopened)

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.
