

## Job Description

**Job Title:** College Assistant (Hourly) - Information Technology  
**Job ID:** 15475  
**Location:** Hostos Community College  
**Full/Part Time:** Part-Time  
**Regular/Temporary:** Regular

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### 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 currently accepting applications for an hourly College Assistant position. The selected candidate will be able to work a maximum of 1040 hours per fiscal year for approximately 20 hours per week.

Responsibilities include but are not limited to the following:

- Assists in transporting computers and peripherals; enters and maintains departmental records such as inventory control.
- May provide basic technical assistance to students and faculty.

**MINIMUM QUALIFICATIONS**

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

**OTHER QUALIFICATIONS**

The following qualification are preferred:

- Demonstrated ability to communicate effectively and professional in a high demand environment
- Availability to work evening and weekend hours

**COMPENSATION**

\$11 - \$13/hour

**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](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume and letter of interest.

**CLOSING DATE**

Open until filled.

**JOB SEARCH CATEGORY**

CUNY Job Posting: Support Staff

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.