

Job Description

Job Title: College Assistant - Information Technology
Job ID: 15474
Location: Hostos Community College
Full/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 seeks applications for an Administrative College Assistant. Working in a fast paced department, in addition to the General Duties above, the successful candidate will be responsible for the following:

- Will provide administrative support to the Assistant Vice President of Information Technology and other staff members.
- Will provide timely customer service to faculty and staff.

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Strong skills in MS Word, Outlook, Excel and Powerpoint.
- Excellent English written and oral communication skills.
- Excellent time management skills.
- Past experience with marketing newsletters, e-mails, graphics software (e.g Photoshop) is a plus.
- Strong computer use skills (typing, web research, various software, social media).
- Excellent ability to handle walk-ins(reception), appointment/calendar managing, take meeting minutes, and handle confidential tasks/documents with discretion.
- Strong organizational skills.
- Ability to multitask.

COMPENSATION

\$12 - \$14 per 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 and navigating to the following links: "Employment" and "Search Job Postings"

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

CLOSING DATE

Open until filled with review of applications to begin October 11, 2016

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.
