

Job Vacancy Notice

Job Title: Peer Mentor/Tutor (College Assistant)

Job ID: 19769

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

CUNY Fatherhood Academy aims to improve education, career, and life outcomes for young men between the ages of 18-30 in New York City. The goal of the position is to help strengthen and expand adult education services by incorporating a learner-led peer mentoring component as part of the program design and service delivery model. This innovative practice has proven to improve student retention rates, HSE pass rates, and provide motivation for more students to transition to college and persist in completing their studies and earning a degree.

The Division of Continuing Education and Workforce Development at Hostos Community College is seeking a Peer Mentor/Tutor to work with HSE students enrolled in classes within the CUNY Fatherhood Academy. Under the supervision of the Program Director, the Peer Mentor will provide various assistance to students and administrative support to the department.

The selected candidate will be responsible for the following:

- Enter and track student information into database/spreadsheets as needed.
- Prepare HSE folders, help staff with preparing students for the TASC test, tutor students to sit for the official HSE exam, and check HSE test results.
- Introduce new students to the college community and on-campus offices and resources (i.e. library, computer lab, etc.).
- Provide peer mentoring and information to HSE students who transition to college (incoming freshman and ongoing students).
- Assist with College-preparation efforts by providing tutoring and motivating students.
- Assist students with the completion of college admissions and financial aid applications.
- Inform students about financial aid, registration, class attendance deadlines, policies, and procedures.

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Enrolled in college with one-year of work/internship experience
- Aptitude and ability to provide services that focus on the well-being and success of all students
- Ability to work productively in a fast-paced, time-sensitive, high volume, dynamic student-focused environment
- Strong computer proficiency using standard administrative programs, especially Microsoft Excel and ability to learn a new database system
- Ability to work evening and weekend hours up to 19 hours per week

COMPENSATION

\$15 - \$22/hr

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 navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin January 4, 2019.

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.