

Job Title: College Assistant (Hourly) – Study Abroad
Job ID: BC1-2019
Location: Office of International Education & Global Engagement
Full/Part Time: Part-Time

POSITION DETAILS

The Office of International Education & Global Engagement (IEGE) at Brooklyn College seeks a part-time College Assistant (CA) to join our team, and provide information and services to students, faculty, and staff on international opportunities. The position encompasses study abroad database maintenance and updates, intake of applications, advising on academic and study abroad program choices, promotion, and publicity. The person interested in applying for this position ideally will have professional office work experience, study abroad experience, and enthusiasm for study abroad.

Reporting to the Administrative Assistant of International Education & Global Engagement, the CA position is funded through June 30, 2019, with opportunity for annual renewal. Scheduled part-time work hours will take place between 9am to 5pm, Monday to Friday, 20 hours per week. Position is eligible for health insurance provided that weekly and semester work hour criteria are met. The position will begin as soon as a qualified candidate is identified and appropriate paperwork is processed.

Responsibilities include:

- Assist students, faculty, and public with inquiries and paperwork
- Provide and promote study abroad information and available programs
- Assist with the development of study abroad and publicity materials
- Enter applicant data and maintain databases and research information for the website
- Problem-solving on application and registration issues
- Other related duties as assigned

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- International education or living abroad experiences
- Proficiency in Microsoft Office, and familiarity with using databases and social media
- Familiarity or experience with study abroad programs
- Excellent customer service and communication skills, both written and oral
- One or more foreign languages a plus

COMPENSATION

\$16/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

Candidates should send an email with the following three attachments: a cover letter detailing how one's experience matches the responsibilities and qualifications, a résumé, and contact information for 3 references to: iege@brooklyn.cuny.edu. Please type "IEGE CA Position Application" in the subject line of the email.

CLOSING DATE

Review of applications to begin March 22, 2019 and will continue until the position is filled.

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.