Brooklyn College invites applications for a College Assistant in the Department of Health and Nutrition. Reporting to the Administrative Assistant, the College Assistant will be responsible for providing customer service support for the Department of Health and Nutrition. The College Assistant must be able to work a regular and consistent schedule of at least 20 hours per week the hours of 9:00 am – 6:00 pm

Essential duties and responsibilities include:
- Welcome faculty, staff and students and visitors to the department; determine the nature of business, and direct visitors to appropriate Staff or Faculty.
- Assist in communicating with faculty, staff and students via e-mail and telephone. Provide accurate information to callers, transfer calls and/or take messages as necessary.
- Assist the Staff with distributing departmental information.
- Perform other administrative duties including typing, copying, faxing, organizing, filing and sorting documents and coordinating appointments/meetings using Microsoft Outlook (email application). Prepare memos, PowerPoint and Excel Spreadsheets.
- Perform other related tasks as assigned.

GENERAL DUTIES AND RESPONSIBILITIES

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.
- May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- 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.
MINIMUM QUALIFICATIONS
Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS
• Excellent customer service skills on the phone and in person
• Excellent time management and organizational skills
• Working knowledge and experience of Excel and Word.
• Knowledge of specific software programs, including but not limited to CUNYfirst and SALI is preferred.
• Must be a team player who works well with a variety of people
• Ability to take direction from multiple supervisors
• Must have a high level of professionalism, responsible and be able to represent the Office in a positive manner.

COMPENSATION
$15.00 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 should email their cover letter, resume, and contact information (name, phone number and email address) for three references in doc or pdf format to: DMJoseph@brooklyn.cuny.edu

CLOSING DATE
June 14, 2019

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.