POSITION DETAILS

Brooklyn College invites applications for a College Assistant in the Sociology Department. Reporting to the Office Assistant, the College Assistant will be responsible for providing customer service support for the Sociology department.

Essential duties and responsibilities include:

- Welcomes students, faculty, staff and visitors to the department; determine the nature of business, and directs to appropriate person.
- Assists in communicating information in person, via e-mail and telephone. Operate the phone system by answering calls. Provide accurate information to callers, transfer calls and/or take detailed messages as necessary.
- Assists the Office Assistant with special events, logistics and marketing materials.
- Prepares and updates files, documents, directories and reports.
- Enters and reviews student related data in CUNYfirst.
- Performs other administrative duties including typing, copying, faxing, organizing, filing and sorting documents and coordinating appointments/meetings using Microsoft Outlook (email application).
- Must be able to work a regular and consistent schedule of at least 20 hours per week and between Mondays- Fridays, 9:00 am – 5:00 pm.

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.

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

PREFERRED QUALIFICATIONS
- Excellent customer service and communications skills
- Working knowledge or experience of Microsoft Excel and Word.
- Knowledge or experience using CUNYFirst
- Ability to take direction from multiple supervisors
- Must be discreet working with student confidential information

COMPENSATION
$15.30/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
Please email a current resume to Ddancy@brooklyn.cuny.edu

CLOSING DATE
September 27, 2019

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.