Job Title: College Assistant (Program Assistant)
Job ID: BC15-2019
Location: Brooklyn College /Latin/Greek Institute
Part Time: 15 hours/week
Available Monday – Friday; 9am – 5pm

Campus Specific Information

The Latin/Greek Institute of Brooklyn College seeks a part-time College Assistant (Program Assistant). The College Assistant will report to the Director and Program Manager of the Latin/Greek Institute. The Latin/Greek Institute (LGI) is a nationally-renowned intensive summer language program based at the CUNY Graduate Center in midtown Manhattan. The appointment begins January 27, 2020 and runs through May 2020.

The College Assistant will be responsible for:

- Assisting students in CUNYfirst with the application, admissions, and registration process for the summer programs and direct them to the appropriate parties as required for resolution.
- Preparing program and scholarship applications for review by the relevant committees.
- Reporting to the Graduate Center in Midtown twice a week to receive applications (via mail) and respond to mail received.
- Reviewing and responding promptly to inquiries, and provide general assistance when necessary;

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 Qualification

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

Preferred Qualifications

- High school diploma or GED
- Experience working in an office setting
- Proficiency in Microsoft Office programs and Google online software, and ability to navigate web-based programs, such as CUNYfirst
- Highly organized and detail-oriented
- Knowledge of Latin/Greek language
- Ability to handle confidential information and records

Compensation

$15.30/hour

How to Apply

Please send a cover letter, current resume and contact information (name, phone number and email address) for three references to Katherine@brooklyn.cuny.edu.

Close Date

January 6, 2020

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.