Job Title: College Assistant  
Job ID: BC16-2019  
Location: Brooklyn College / School of Natural and Behavioral Sciences  
Part Time: 20 hours/week  
Available Monday – Friday; 9am – 5pm

Campus Specific Information

The School of Natural and Behavioral Sciences (NBS) at Brooklyn College seeks a part-time College Assistant. The School of Natural and Behavioral Sciences is a fast-paced academic environment that includes ten different academic departments. The primary goals of this office are to aid new faculty into their transition into Brooklyn College community, assist current faculty, and to support students navigating the Brooklyn College campus. As a college assistant, you will work very closely with the Dean of the School of Natural and Behavioral Sciences and Administrative Staff. The College Assistant will report to Administrative Executive Associate and will be responsible for the following:

- Welcomes faculty, staff, students and visitors to the office, determine the nature of business, and direct visitors to appropriate Staff, and assist with phone coverage and answering inquiries and emails.
- Monitors and maintains office inventory; create a monthly order list of office supplies; organize the office supply area and receive packages.
- Assists faculty with purchasing requests including entering purchasing request and payment requests in CUNYfirst and Research Foundation systems; and maintaining files.
- Enters and maintains various departmental spreadsheet.
- Performs other administrative duties including typing, copying, faxing, scanning organizing, filing and sorting documents and coordinating appointments/meetings using Microsoft Outlook (email application).
- Prepares memos, PowerPoint and Excel Spreadsheets.
- Updates NBS’s bulletin board

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
• Excellent interpersonal, communications and computer skills
• Proficiency in Microsoft applications including Microsoft Word, Excel, PowerPoint and Outlook
• Knowledge or experience using Adobe Acrobat Pro
• Ability to handle confidential information and records

Compensation
$18.00

How to Apply
Please send a current resume to: CSchloss@brooklyn.cuny.edu

Close Date
January 15, 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.