



Job Title	Administrative Assistant, TRIO College Connections Project
PVN ID	BM-2407-006348
Category	Clerical/Office Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Manhattan EOC
Status	Part Time
Hourly Rate	\$16.00-\$18.00
Hour(s) a Week	15.00-19.00
Closing Date	Sep 22, 2024 (Or Until Filled)

General Description

The College Connections Project (CCP) is a federally funded TRIO Educational Opportunity Center program that is administered by the Borough of Manhattan Community College. The program is located at the Manhattan Educational Opportunity Center in Harlem at 163 West 125th Street. CCP provides comprehensive college access services to 1000 New York City adults age 19+, annually. The program's mission is to empower nontraditional students to seek higher education.

This position supports the daily administrative functions of the College Connections office including the duties listed below.

Position Summary

This is a temporary part-time grant-funded position from the hire date through August 31, 2024. Applications to be reviewed immediately. Continued employment is based on additional funding.

Job Responsibilities

Core Duties:

- Process participant applications and documentation; enter participant data with accuracy into data systems; coordinate the filing of paper documentation.
- Enter streams of college application completion, financial aid application completion, and postsecondary enrollment information into the data system; run reports to identify gaps in information.
- Work closely with the Project Director in preparing Annual Performance Reports for the US Department of Education.
- Complete purchase order forms, manage accounts payables, make petty cash purchases, and organize financial records.
- Answer phones, respond to online interest forms or calendar invites, and engage with prospective participants.
- Participate in event planning and logistics, make rounds of reminder and follow-up phone calls, prepare and organize materials, and provide support during special events.

- Order and maintain supplies and office equipment.
- Assist TRIO participants in creating student accounts including FSA IDs, CUNY/SUNY accounts, etc.
- Manage social media pages including Instagram, Facebook, CCP website, etc.
- General office administrative duties and other duties as assigned.

Other Duties

Qualifications

Core Competencies:

- Advanced computer and data analysis skills. Strong knowledge of Outlook, Word, and Excel required.
- Preferred knowledge of Blumen for TRIO programs.
- Attention to detail and organization and an ability to maintain well-organized records.
- Excellent interpersonal skills; customer-service orientated.
- Excellent communication skills (written, telephone, and in-person).
- Ability to work within a team and adapt to changing situations and priorities.
- Commitment to the educational advancement of low-income adults aspiring to post-secondary education and college-going.

Qualifications:

- Associate degree required or currently pursuing a college degree
- Minimum two years experience in an office administrative support position preferred
- Background in college access and Spanish fluency preferred

Cover letter encouraged, but not required.