Job Title	Project Assistant
PVN ID	CC-1801-002324
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	
Status	Part Time
Hourly Rate	$16.00-$18.00
Hour(s) a Week	15.00-19.00
Closing Date	Mar 30, 2018 (Or Until Filled)

General Description

The mission of the CUNY Building Performance Lab (BPL) is to advance high-performance building operations and practices in existing buildings with a focus on NYC owned buildings. BPL is part of CUNY's interdisciplinary Institute for Urban Systems. BPL staff and interns carry out building systems research and development, provide continuing education programs for facility managers, building operators and energy professionals and create internships for CUNY students which encourage and prepare them for jobs in the sustainable buildings field.

The Project Assistant will serve as the second assistant in the team providing training to facility operators under BPL's contract with NYC Department of Small Business Services. The program's Building Operator Training (BOT) is provided free to owners of multifamily buildings which are 5,000-50,000 square feet in size and have 5-50 apartments. In addition to this assignment, the Project Assistant may provide services similar to those outlined below for other Department training programs.

Other Duties

Duties will include:

- Marketing: Assist with the promotion of the program, including dissemination of flyers and information and keeping track of requests for information.
- Data Management: Keep track of and manage the data base which tracks learner outcomes. Keep track of attendance records.
- Documentation for Funder: Assist with collection, organization and review of all program tracking documents.

Qualifications

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- Bachelor's or Associate Degree in Human Services or Liberal Arts
- Two years job experience that demonstrates 1) good communications skills, written and verbal, 2) ability to manage data and tracking documents, 3) accuracy with details, and 4) ability to keep work well organized and to deliver it on time.
- Strong Microsoft Office skills, mainly Outlook, Word and Excel.