Job Title	Temporary Office Assistant
PVN ID	HO-1708-001985
Category	Clerical/Office Services
Location	HOSTOS C. C.
Department	Cont Ed- Allied Health Career Pipeline P
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	20.00-32.00
Closing Date	Feb 28, 2018 (Or Until Filled)

General Description

Position Ends: September 29, 2017

Hours: 20- 32 hours per week, various shifts between the hours of 9am-7pm Mon.-Thurs. and Sat. 9am-3pm

General Description of Duties and Responsibilities:

The US Department of Health and Human Services awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients. The Allied Health Career Pipeline Program is seeking three Office Assistants (Part-time) to work different shifts: mornings, late afternoons, and/or Saturdays (9am-3pm).

Other Duties

Responsibilities include:

- Maintain professional and courteous demeanor with students, all staff, and external organizations
- Schedule appointments for interviews and enrollment
- Receive and forward messages to appropriate staff
- Perform clerical tasks as required including, but not limited to filing, copying, faxing and collating documents, recording messages, and verifying and monitoring student program status
- Ensure student materials are updated and accurate
- Participate in outreach/ recruitment activities as needed
- Other duties as assigned

Qualifications

Core Competencies:

- Excellent customer service
- Strong understanding of the needs of low-income individuals
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced educational environment
- Strong communication, time management and organizational skills
- Work in a team as well as independently

Qualifications:

- Associate's Degree preferred
- One year of office/clerical experience
- Basic Microsoft Word