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| <b>Job Title</b>      | Administrative Services Assistant |
| <b>PVN ID</b>         | HO-1708-002024                    |
| <b>Category</b>       | Clerical/Office Services          |
| <b>Location</b>       | HOSTOS C. C.                      |
| <b>Department</b>     | Hostos Academic Learning Center   |
| <b>Status</b>         | Full Time                         |
| <b>Annual Salary</b>  | \$36,000.00 - \$38,000.00         |
| <b>Hour(s) a Week</b> | 35                                |
| <b>Closing Date</b>   | Jun 06, 2018 (Or Until Filled)    |

## General Description

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General responsibilities include managing tutoring services in the evening, assisting with all administrative needs of the office including, collecting and disseminating information to all student, faculty and staff, making sure that all tutors adhere to HALC policies and are aware of their responsibilities as tutors, responding to students inquiries as well as contacting and setting appointments for students.

### Specific duties and responsibilities:

- Managing tutoring services in the evening; assist director with scheduling of tutors; troubleshoot issues that may arise; produce and circulate information to student, faculty and staff.
- Assist with planning and organizing staff development activities.
- Guide and direct tutors to ensure services are provided according to HALC tutoring standards and goals.
- Maintain clear communication with tutors and other HALC staff; provide support to tutors who work at the center.
- Participate in on-going training and development opportunities offered during the academic year.
- Collecting tutoring logs and input the information.
- Manage conference room's Calendar.
- Maintain tutors attendance record.
- Manage supplies inventory
- Maintain program website and program informative material.
- Maintains database and ensure that information is up-to-date.

## Other Duties

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Other duties as assigned by Director.

## Qualifications

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- High School Diploma required and five (5) years of experience in related field.
- Demonstrated ability to be well organized, a self-starter and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects and meet deadlines.
- Technologically savvy, with fluency in computer applications, including word processing, email, internet searches, database and presentation software (such as MS word, Excel, PowerPoint, Publisher and Outlook).