Job Title	Program Assistant
PVN ID	KB-2505-006848
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Academic Affairs - Office of AssessAbili
Status	Full Time
Annual Salary	$35,000.00 - $45,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2025 (Or Until Filled)

General Description

The Perkins Grant Program at Kingsborough funds initiatives related to the improvement of career and technical education (CTE) programs. As part of a continuing initiative to improve employment outcomes for CTE students, the Perkins Grant Program will fund a full-time Accessibility Program Assistant to provide administrative and program support to Access-Ability Services (AAS) programs. Persons in this position are accountable for rendering quality services in a respectful, courteous, and professional manner, consistent with Kingsborough Community College's mission and goals.

This is a grant-funded, in-person position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

This position is fully in-person, Monday - Friday 9am - 5pm.

Other Duties

Reporting to the Director of Access-Ability Services (AAS), the Program Assistant will be responsible for the following:

- Perform general front desk tasks
- Assist in interpreting AAS, LEADS, TCS, and KCC procedural and policy information to career and technical education (CTE) students and other interested parties
- Maintain student data, create and communicate with student groups, monitor student academic progress, and encourage student social integration into campus life
- Establish and maintain targeted outreach to notify students of available academic, career, and extracurricular resources and opportunities in collaboration with other areas of the college
- Provide referrals to appropriate campus resources
- Provide student mentoring and supportive services as needed

- Attend staff meetings and trainings as required
- Carry out special projects and other duties as assigned

Qualifications

Minimum Qualifications

- High school diploma required; Associate's or Bachelor's degree preferred
- Proficient in Microsoft Office (i.e., Word, Excel, PowerPoint)
- Excellent customer service skills
- Excellent written, verbal communication and organizational skills
- Proficiency in English (oral and written)
- Strong communication and people skills
- Strong organizational and multi-tasking abilities
- Strong problem-solving skills
- Significant experience operating across various tech platforms with strong computer skills. Excellent knowledge of Zoom and Microsoft Office programs including MS Teams
- Ability to work independently and collaboratively in a dynamic work environment
- Ability to adapt to changing situations/priorities and develop new skills

Preferred Qualifications

- Bachelor's Degree
- Experience in a higher education setting preferred

Physical Requirements

- This role routinely uses standard office equipment such as phones, personal computers, photocopiers, and filing cabinets
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be provided for employees with disabilities per RFCUNY policies.