

<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	KB-2507-006942
<b>Category</b>	Clerical/Office Services
<b>Location</b>	KINGSBOROUGH C. C.
<b>Department</b>	Childcare
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$20.40-\$20.40
<b>Hour(s) a Week</b>	15.00
<b>Closing Date</b>	Sep 30, 2025 (Or Until Filled)

---

## General Description

The Administrative Assistant will be responsible in enrolling student parents and students into the program. This position is to support the Department of Education classes.

- Organize and schedule enrollment-related appointments, family meetings, and intake sessions
- Plan enrollment meetings and take detailed minutes to support accurate record-keeping
- Write and distribute emails, memos, letters, and forms related to student enrollment to parents, staff, and student affairs personnel
- Assist in the preparation of enrollment reports and regularly scheduled administrative reports
- Develop and maintain an organized filing system for student-parent and children's records; oversee and track attendance logs and enrollment documentation
- Update and maintain child care policies and procedures related to student enrollment and eligibility
- Order supplies needed for enrollment and orientation processes; research and coordinate with vendors as needed
- Maintain updated contact lists with relevant stakeholders (CUNY, DOE, Childcare Council, CACFP, Food Vendors, etc.) related to student services and enrollment
- Submit and reconcile receipts through RFCUNY, DOE, and CUNY, particularly for enrollment events and orientation materials
- Assist with family orientation sessions, recruitment and outreach efforts, and support family engagement activities to boost enrollment
- Maintain and update program and enrollment information on childcare websites, manuals, and other print or electronic platforms
- Other duties as assigned

---

## Other Duties

- **Student Enrollment & Admissions Support** – Proficient in managing enrollment processes, intake

documentation, and student/family communications

- **Administrative Support** – Strong skills in scheduling, record-keeping, correspondence, and general office organization
- **Customer Service & Communication** – Clear, professional verbal and written communication skills with parents, staff, and external partners
- **Attention to Detail** – Accurate data entry and record maintenance, especially regarding attendance logs, enrollment documents, and regulatory forms
- **Confidentiality & Discretion** – Handles sensitive student and family information with professionalism and in compliance with privacy standards
- **Team Collaboration** – Works effectively with directors, staff, and community partners to meet enrollment and operational goals
- **Technology Proficiency** – Skilled in Microsoft Office Suite (Word, Excel, Outlook), Google Workspace, and basic database systems
- **Event & Orientation Coordination** – Experienced in supporting recruitment events, family orientations, and parent engagement initiatives

## Qualifications

---

- High school diploma or equivalent (Associate's or Bachelor's degree in Education, Child Development, or related field preferred)
- Prior experience in a child care, educational, or non-profit setting
- Knowledge of child care licensing regulations, enrollment requirements, and program eligibility (e.g., CACFP, DOE, CUNY systems)
- Ability to prioritize and manage multiple tasks in a busy office environment
- Strong interpersonal skills and a friendly, professional demeanor
- Bilingual skills (preferred, depending on population served)