

Job Title	Office Assisant
PVN ID	LA-1801-002300
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Single Stop Program
Status	Part Time
Hourly Rate	\$24.75
Hour(s) a Week	0.00-20.00
Closing Date	Mar 17, 2018 (Or Until Filled)

General Description

The Single Stop Program is part of a larger organization, Single Stop USA. The Single Stop Program at La Guardia Community College provides an array of services to students to assist low-income families to access free financial, legal and public services to help them manage daily life outside of school so they will remain in school and graduate. We are seeking an office assistant to aide in the day-to-day duties and functions of our program. Duties include:

- Provide and educate students on resources to aide unmet needs,
- Facilitate workshops and communication of services to campus,
- Assist with reporting and data analysis,
- Case Management for students' progress and support,
- Communicate and collaborate with other departments and external organizations,
- Provide support for the Pre-College Financial Health Early Alert Initiative,
- Basic clerical duties such as answering the telephone, making appointments, confirming appointments through email and telephone calls, filing, and data entry.
- Participating in various outreach activities such as posting flyers and posters on campus bulletin boards, handing out flyers at functions and high-traffic areas on campus.
- Staffing information tables at select locations on campus to promote the Single Stop and direct students to Single Stop Services.
- Miscellaneous duties as required.

Continuation of employment is contingent on availability of funding.

Other Duties

Qualifications

- Experience using Microsoft Office programs desired.
- Good customer service skills.
- Good attention to detail.