

Job Title	Program Assistant
PVN ID	LA-1802-002340
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Adult and Continuing Education
Status	Part Time
Hourly Rate	\$18.00
Hour(s) a Week	0.00-19.00
Closing Date	Apr 02, 2018 (Or Until Filled)

General Description

The Electrical 1 and Plumbing 1 training programs are hands-on, skills-based courses that prepare students to begin careers in the electrical and plumbing fields using the National Center for Construction Education and Research (NCCER) Construction Core and Electrical 1/Plumbing 1 curricula. The two courses run simultaneously at Queens Vocational and Technical High School in Long Island City Mondays, Wednesday, and Thursdays 4:30pm-9:30pm. The Plumbing 1 course runs from March 19-June 27 and Electrical 1 from April 2-June 27.

The Program Assistant will assist the Director and the instructors in ensuring smooth and successful delivery of the Electrical 1 and Plumbing 1 training programs. This will include both administrative support and classroom support, such as managing the purchase and maintenance of equipment and supplies, printing and preparing materials for class, tracking attendance, and assisting the instructors in class as needed.

Key Responsibilities:

- Complete and process the purchase of supplies and equipment, as well as printing, for the course, including all paperwork required, in close coordination with the instructors and Director.
- Ensure that the materials and supplies needed for class are there for each class and that materials and supplies are properly stored and maintained between classes.
- Track student attendance and work with students and LaGuardia staff to trouble-shoot any attendance challenges, including reminder and follow-up calls to students or connecting students to additional resources, as needed.
- Assist the instructor in the classroom, supporting students in learning the material and completing activities.
- Communicate and coordinate regularly with program staff, including the Program Assistant, DOE Supervisor, Director and Executive Director at LaGuardia Community College and the Assistant Principal of Organization and Security at Queens Vocational and Technical High School, in order to ensure successful delivery of the program.
- Other duties as assigned by instructors and Director.

Other Duties

Qualifications

Required Qualifications/Skills:

- High school diploma or equivalent
- Highly organized
- Team-player
- Excellent customer service and communication skills
- Strong computer skills (MS Word, Outlook, Excel, and PowerPoint)
- Related work experience
- Ability to work evening hours

Preferred Qualifications/Skills:

- Experience in the electrical or plumbing fields
- Experience in an administrative role at a community college, school, or training provider