

Job Title	Administrative Assistant
PVN ID	LA-1804-002436
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Health and Wellness
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	10.00-19.00
Closing Date	Sep 07, 2018 (Or Until Filled)

General Description

Administrative Assistant - ESL Strategies for Success Program

Under The direct supervision of the ESL Coordinator of the ESL Strategies for Success Program program, the Administrative Assistant is responsible for monitoring the front desk operations, scheduling individual counseling appointments for students, managing calendars of the Director and outreach coordinator and staff, assisting in the planning and scheduling of outreach workshops and trainings on ESL support services, and upholding confidentiality and professionalism in dealing with sensitive situations. In addition, they will insure SEMS and relevant data collection for the grant and maintain office records. Other responsibilities include but are not limited to:

Administrative Tasks

- Design and implement office policies
- Establish and implement office operational standards and procedures
- Assist in the organization of administrative needs for the ESL Grant.
- Review and approve supply requisitions on CUNY FIRST
- Liaise with other departments, divisions, and community based groups and resources
- Monitor/procure office supplies and equipment and
- Submit work orders to maintenance
- Provide on the job and other professional development opportunities for staff
- Evaluate support staff performance
- Ensure proper SEMS, referral, student referral follow up, and course completion data collection.

Other Duties

Qualifications

Job Qualifications

- Knowledge of databases and data structure and analysis preferred. A background in computer skills and good interpersonal, communication, organizational and logistical skills preferred. Management experience preferred.
- Ability to maintain confidentiality and work in a professional manner with a diverse population.
- Ability to collaborate with school staff and other service providers
- Crisis intervention experience preferred.
- Bilingual preferred but not required