
Job Title	Program Assistant
PVN ID	LA-2402-006133
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Full Time
Annual Salary	\$56,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Oct 29, 2024 (Or Until Filled)

General Description

The LaGuardia Community College (LaGCC) ACCES Pre-Employment Transition Services Program assists students with disabilities with a successful transition from postsecondary education to meaningful employment opportunities. The Program Assistant will provide administrative support for all areas of ACCES Pre-ETS, including marketing/outreach, record-keeping and event facilitation. They will also assist with coordinating communication between the program and internal and external stakeholders. This position is supervised by the grant-designated Project Manager within the Division of Student Affairs.

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

Other Duties

Duties and Responsibilities:

- Assist with applicant information sessions and interviews by scheduling applicants via phone and email, preparing all necessary paperwork, and reserving rooms or creating links for virtual events
- Coordinate program calendars
- Create and maintain student records
- Answer phones and respond to students' in-person and email inquiries; engage in follow-up as needed
- Assist with attendance collection for programmatic events and initiatives
- Assist with the implementation of social media marketing/outreach plan and create content to engage students
- Refer program participants to campus resources
- Perform other duties as assigned

Qualifications

- High school diploma required; Associate's or Bachelor's degree preferred
- Experience in a higher education setting preferred
- Proficient in Microsoft Office (i.e., Word, Excel, PowerPoint)
- Excellent customer service skills
- Excellent written, verbal communication and organizational skills

About LaGuardia Community College

LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than 60 associate degree and certificate programs. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce.

In 2022, LaGuardia served over 23,000 students in pre-college, associate degree, and continuing education programs. More than one-third of LaGuardia students are foreign-born. They come from 130 countries and speak 54 heritage languages. More than half (54 percent) are first-generation college students. Virtually all students are ethnic minorities (88 percent), 57 percent are women, 29 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, almost double the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Seventy-three percent of LaGuardia students receive some form of government financial aid.