

<b>Job Title</b>	Program Assistant
<b>PVN ID</b>	LA-2409-006457
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Development
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$26.00-\$26.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Nov 04, 2024 (Or Until Filled)

## General Description

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Our Workforce Initiatives offers various training programs that prepare New Yorkers to begin and advance their careers in the electrical, plumbing, HVAC, Solar, Wind, and/or related fields through certificate education and training programs. Based in LaGuardia Community College's Workforce Development Department, our programs follow a nationally recognized curriculum from the National Center of Education and Research (NCCER).

Reporting to the Associate Director of Construction, Transportation, and Green Jobs, coordinating closely with the Program Coordinator, the Program Assistant supports all day-to-day aspects of Solar Technician, Wind Technician and other related training programs. Duties include data entry, intake and recruitment support, student and program records maintenance support, student communications, and other tasks, as needed.

### Key Responsibilities:

- Support programs through various types of administrative duties
- Assist with applicant information sessions and interviews by scheduling applicants via phone and email, preparing any necessary paperwork, and reserving any classroom needs.
- Support recruitment and assessment efforts by putting together fliers, making reminder calls, and coordinating between different steps of the process.
- Maintain any required student records and data collection tools, which can include filing documents.
- Prepare and process any student mailings of certificates or credentials.
- Enter student and program data into spreadsheets and online systems as required for reporting to funders.
- Prepare class materials, including printing and copying of materials.
- Answer phones and emails; respond to applicant's and student's questions.

## Other Duties

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- Other duties as assigned.

## Qualifications

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- HS Diploma or GED
- Associates degree preferred
- Prior work experience (Minimum of 2 years)
- CUNY experience a plus
- Excellent time management skills and ability to multitask and prioritize work
- Strong Written and verbal communication skills
- Proficient in MS Office