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<b>Job Title</b>	CPL Program Assistant
<b>PVN ID</b>	LA-2410-006498
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Academic Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$18.00-\$18.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Dec 08, 2024 (Or Until Filled)

## General Description

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The Program Assistant (PA) of the Office of Credit for Prior Learning provides front-facing administrative support for the CPL office. The PA welcomes and greets all who visit the CPL office and answers questions, provides general information, and connects students with CPL staff, assists with setting up appointments and connects students with other resources. PA is also responsible for assisting with program and event details such as information sessions, tabling, classroom visits, and campus or community events. PA will also be assigned additional administrative tasks as required and necessary to the day-to-day operations. PA is highly organized, conscientious about projects and follow through, attentive to detail, receptive, and has strong communication and engagement skills.

## Other Duties

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- Front facing, the Program Assistant greets all students, faculty, and staff who visit the CPL office. Ensures all students check-in to the CPL office, and provide general information
- Fields questions and interests voiced by students, and connects them to the appropriate CPL staff
- Documents all interactions/visits to the CPL office
- Compiles lists of students who visit the CPL office and organizes lists for targeted outreach and engagement
- In collaboration with leadership, assists with logistics connected to programs and events. This includes reserving rooms, posting info to LAGCC Events page, generating promotional materials & organizational documents for programs
- Generates quantitative and qualitative data reports connected to check-in/walk-ins, programs and events
- Checks all communication systems and follows up—phone, email, and IG
- Provides support for Divisional leadership in Academic Affairs as assigned
- Other duties as assigned

## Qualifications

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High School Diploma is required

### **OTHER QUALIFICATIONS**

- Associate degree preferred
- Strong analytical, organizational, communication and computer skills
- Ability to work on multiple tasks and meet various deadlines
- Knowledge of CUNY practices and procedures is preferred