
Job Title	Technical Aide
PVN ID	LA-2410-006525
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Pre-Hospital Care
Status	Part Time
Hourly Rate	\$30.00-\$30.00
Hour(s) a Week	21.00
Closing Date	Dec 25, 2024 (Or Until Filled)

General Description

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than sixty associate degree and certificate programs, as well as dozens of workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest live in Brooklyn and beyond. Approximately two-thirds of our degree students receive financial aid. Since forty-five percent of them identify as Hispanic, the US Department of Education has designated LaGuardia a Hispanic-Serving Institution. Please visit www.laguardia.edu to learn more.

The Technical Aide logistically supports Prehospital Care Programs including CCMA in the areas of logistics, lab facilities, and purchasing of equipment, supplies, and instructional materials. The Technical Aide is accountable to the Sponsor Administrator/Director of Prehospital Care Programs of ACE.

Primary Responsibilities include, but not limited to:

- Obtain quotes and prepare other documents, both hard copy and electronic, related to the purchasing of office supplies, classroom supplies, equipment, and instructional materials, for payment of services provided to the Program including medical exams for students, and provide same to Program Administration for approval.
- Ensure invoices are provided for payment.
- Ensure delivered materials were the ones ordered.
- Liaise with Adjunct CLTs to ensure adequate supplies of materials are maintained, labeled, and stored.
- Maintain purchases within Program budget lines and report regularly to the Director of Prehospital Care Programs regarding expenses.
- Assist faculty with the facilitation of the student use of WI-FI in the classroom.
- Assist faculty with the facilitation of uniform sizing and orders.
- Facilitate the use of student and faculty lockers.

- Coordinate records retention and scheduling of same.
- Manage salvage of outdated and broken equipment/furniture according to College rules.
- Coordinate hazardous waste removal according to College rules.
- Coordinate oxygen orders and delivery according to College rules.
- Assist Program Administrators in assuring that the facilities are clean, repaired, well-functioning, and organized for faculty use for classes including computers, lighting, printers, AV equipment, exam answer sheet scanners, etc.
- Request keys from the college locksmith as per Program Administration and maintain the key locker.
- Assist in the research of equipment/supplies/repair items to be purchased.
- Ensure that all equipment is available, in sufficient quantity, and in good working order for all instructional sessions.
- Assist in the purchase of codes for the NHA certification exams and facilitate their payment.
- Assist in the planning and execution of graduation ceremonies and related activities.

Other Duties

- Other duties as assigned

Qualifications

- Associates Degree, equivalent healthcare related training will be considered
- Knowledge of EMS and Medical Assistant supplies and equipment
- Proficient in MS Office
- 1 Year Office Experience