

Job Title	Administrative Assistant
PVN ID	LA-2501-006671
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Workforce Education Center
Status	Full Time
Annual Salary	\$43,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Feb 26, 2025 (Or Until Filled)

General Description

The Workforce Education Center within the Division of Adult & Continuing Education is seeking a full-time year-round Administrative Assistant for its Summer Youth Employment and Work, Learn & Grow Programs. This position reports to the SYEP Director and will work closely with other program Administrative Assistants. The position will ensure that the daily administrative operations of SYEP & W, L, & G run efficiently and smoothly. May assist in coordinating a broad range of day-to-day projects and administrative services.

About LaGuardia Community College

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.

Other Duties

- Ability to manage and prioritize a high volume of phone and email inquiries.
- Organize and schedule staff and other meetings and appointments.
- Greet visitors, program participants and clients as needed.
- Assist in managing the office filing system.
- Help & maintain office common areas.
- Keep an inventory of office supplies and order new materials as needed.

- Attend staff meetings and training sessions as required.
- Perform additional duties as assigned by the Assistant Director.

Qualifications

Knowledge, Skills, and Abilities Required:

- Extreme attention to detail
- Flexibility and the ability to prioritize new tasks as they come in
- Ability to make deadlines in a fast-paced environment
- Excellent problem-solving skills
- Excellent oral and written communication skills
- Ability to work with a culturally diverse and student youth population-sometimes in a virtual setting

Minimum Qualifications:

- Associates degree required; Bachelors' degree preferred. Two-3 years of experience working in an office or in a hospitality setting
- Experience working with diverse youth & adult populations
- Ability to communicate both orally and in written standard form
- Excellent time management & customer service skills
- Strong ability to use technological tools and platforms to effectively manage data systems including Microsoft Office (intermediate to advanced level using Excel & PowerPoint)
- Familiarity with and ability to navigate social media platforms

Background check and fingerprinting required within thirty (30) days of acceptance of the position.