



Job Title	Office Assistant
PVN ID	LE-2501-006663
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Continuing and Professional Studies
Status	Part Time
Hourly Rate	\$16.50-\$18.00
Hour(s) a Week	0.00-19.00
Closing Date	Mar 21, 2025 (Or Until Filled)

General Description

The fast-growing Workforce Department, within the School of Continuing and Professional Studies at Lehman College, is seeking a Part-Time Office Assistant to support our rapid growth in programs. The Workforce team is dedicated to changing workers' lives by providing the customized credit and non-credit training they need to advance their careers in Healthcare and other sectors. Contracting with labor unions, employers, hospitals, and community-based organizations requires the department to provide superior customer service and deliver excellent training and student outcomes. You will be joining a nimble team that serves over 300 students annually in over 20 custom programs. Reporting to the Program Coordinator, the Office Assistant is responsible for the administrative systems and processes that support daily program operations. The Office Assistant also works closely with the program assistant and part-time faculty, as well as the Director.

You must have a passion for student success, the ability to provide operational excellence in a fast-paced environment and a desire for continuous improvement.

Schedule: In-Person at CUNY on the Concourse 2-3 days a week to support programs (some evening/weekend). Part-Time up to 19 hours a week.

Other Duties

- Responding to inquiries from students, clients, faculty, and other staff, and directing them to the appropriate person.
- Maintaining accurate records of students' data, including attendance, grades, or correspondence.
- Providing direct support to student completing applications.
- Support program quality by proactively troubleshooting student and faculty concerns.
- Providing support with program orientation, workshops, and technical support.
- Updating and retrieving information from college systems (e.g., Xenegrade enrollment records, class schedules).

- Assisting with maintaining workforce web pages or social media profiles.
- Provides remote tech support to students and faculty during remote or hybrid classes.
- Other duties as assigned by Coordinator.

Qualifications

- Associate degree preferred: 1 year of relevant experience.
- Bilingual: English and Spanish preferred.

Required Knowledge

- Advanced computer and data skills. Proficient with comp MS Office 365 including Teams & Excel, Zoom and Dropbox required. Digital curiosity preferred.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly.
- Demonstrated ability to maintain professionalism and confidentiality.
- Excellent organizational skills and attention to details.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment; that involves rapidly adapting to changing situations and priorities.
- Willingness to take advantage of professional development and growth opportunities.
- Ability to provide quality customer service.

Applications

- Applicants should provide a current resume.
- Please include any current work at CUNY institutions in your application.