
Job Title	College Assistant
PVN ID	LE-2509-007011
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute
Status	Part Time
Hourly Rate	\$23.40-\$23.40
Hour(s) a Week	19.00
Closing Date	Nov 12, 2025 (Or Until Filled)

General Description

The Mexican Studies Institute at City University of New York's Lehman College is seeking a fully bilingual English and Spanish, College Assistant (CA) to provide administrative, programmatic, and event support across all institute areas, focusing on the planning and execution of the Feria del Libro de la Ciudad de Nueva York (FILNYC) – the largest Spanish-language book fair in the U.S., and the Educational Opportunities Initiative (EOI). Other Institute areas include: The Mexican Studies Scholarship Fund, Mexican Studies Oral History Project, Indigenous Languages, Mexican Studies Archives and Library, Research, and The Bronx Educational and Literacy Initiative.

The CA will assist in coordinating and executing FILNYC, including, but not limited to, day-to-day operations, vendor outreach, scheduling, assisting in program and event logistics, material preparation, guest registration, event set-up, on-site support in the different aspects that make the event possible, as well as work with partners and attendees of institute programs and events. Some weekends are needed and will be specified in advance.

Other Duties

- The CA will support day-to-day operations with the different bilingual counterparts (English and Spanish), assist in program and event logistics, outreach, and work with partners and attendees of institute programs and events.
- The CA will conduct intake surveys, maintain confidentiality, record, and organize databases.
- The CA will assist in distributing informational and educational materials and delivering workshops about different educational topics at NYC schools, CBOs, and other organizations to promote educational services available in NYC and the resources provided at the institute.
- The CA will foster a positive environment that promotes success and increases client enrollment.
- The CA will provide administrative and programmatic support, train and supervise interns, engage in community engagement, and report directly to the Assistant Director.

- The CA will foster a positive environment that promotes success and increases client enrollment.
- Maintain strong relationships with current and new clients and partners.
- Sustain the implementation of the strategic vision for increasing the presence of the Institute throughout New York City.
- Support in different tasks, small and large-scale events that relate to advancing the mission of the Institute.
- Support projects, initiatives, and activities that impact an academic or administrative department.
- Assist management in planning activities and assigning projects to interns.
- Manage basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.
- Collect data, prepare, and distribute reports and presentations using word processing, spreadsheet, and presentation software.
- Update office databases, lists, and files to ensure completeness and accuracy. Maintain current information on the department's website (s). Also, maintain department archives and collections.
- Conduct internet and/or database research and perform basic systems queries to locate information related to department activities.
- Maintain department fiscal plans and budgets; assist in budget administration and invoice processing.
- Provide basic information, instructions, and materials as requested by students, faculty, and others who contact the department.
- Perform miscellaneous clerical, administrative, programmatic, research, train interns, engage in community engagement, or perform other work related to the Institute's operation.
- May offer training and supervision to office staff, interns, and volunteers.
- Perform related duties as assigned.

Qualifications

- Fully bilingual in English and Spanish.
- Demonstrated ability to apply sound knowledge of best practices for managing files and records, including preservation and protection (familiarity with FERPA guidelines)
- Strong presentation, verbal, and interpersonal skills to successfully work with and present to diverse clients and partners in English and Spanish.
- Strong work ethic, character, and personal integrity when dealing with sensitive documents.
- Detail-oriented with strong organizational, written, and editing skills in English and Spanish.
- Must possess excellent communication and time management skills and the ability to prioritize work.
- Organizational skills, attention to detail, and the ability to follow established processes.
- Excellent customer service skills.
- Some evening and weekend hours are required.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Liberal Studies, or a related field preferred. Alternatively, at least one year of experience in a similar field.
- Fully bilingual in Spanish and English.
- Process soft skills that promote teamwork, effective communication, collaboration, proactivity, and problem-solving.
- Self-motivated, must be able to work independently and lead a site.

- Ability to work as a team player.
- Ability to work well in a student-centered, time-sensitive, dynamic, and responsive office.
- Computer proficiency using standard office software programs and applications.
- Proficiency in Google Suite and its programs, Adobe, and Microsoft Office, particularly in MS Excel, MS Word, and MS Teams.
- Knowledgeable with social media channels: Instagram, Facebook, X, LinkedIn, TikTok.
- Comfortable using Mac devices such as MacBook, iPad, and iMac.