



<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	QC-1808-002651
<b>Category</b>	Clerical/Office Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Professional & Continuing Studies
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	21.00-28.00
<b>Closing Date</b>	Oct 07, 2018 (Or Until Filled)

## General Description

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The Professional & Continuing Studies (PCS) division of Queens College offers sector-based training, in emerging fields, for students, residents and businesses in our local and outlying Queens communities. PCS offers programs in health care, paralegal work, project management, real estate, Professional and Personal Development.

Report to the Director of Professional Programs and provide support to the director and the PCS Department as needed.

## Other Duties

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The Administrative Assistant liaisons with students and instructors; helps set up schedules; helps with student inquiries and registrations; produces analytical reports for program accreditations.

## Qualifications

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- Bachelor's Degree Required
- Knowledge of Microsoft Excel, Word, PowerPoint and Outlook Required
- Good interpersonal and customer service skills, ability to work with others
- Comfortable with technology; able to navigate social media and the ability to learn a large non-profit computer system
- Self-starter with the ability to multitask
- Detail Oriented

- Strong Administrative, organizational & Communication Skills
- Knowledge of HTML & website Design a plus
- Flexible work schedules may apply

Career opportunity for reappointment is subject to budget availability