

Job Vacancy Notice

Job Title: College Assistant (Hourly) - Information Technology Department (Multiple Positions)

Job ID: 22222

Location: Hostos Community College

Full/Part Time: Part-Time

Regular/Temporary: Regular

GENERAL DUTIES

- Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.
- There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.
- Maximum tenure for any employee in this hourly position is 1040 hours per year.
- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.
- Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Information Technology Department at Hostos Community College is seeking qualified College Assistants to perform one or more of the following tasks:

- Answers phone calls and emails.
- Assists with basic administrative support.
- Assists with departmental operations as needed.

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Basic understanding of computer technology; knowledge of CUNYfirst/Blackboard
- Good written/spoken English communication skills
- Ability to perform basic tasks as answering phone calls, composing e-mails, face-to-face interaction
- Professional and courteous demeanor
- Availability to work evening and weekend hours

COMPENSATION

\$15.61/hr; up to 1040 hours per fiscal year.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicant must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin March 20, 2021

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

