

# Job Vacancy Notice

**Job Title:** College Assistant Admissions/ In-Person Recruitment

**Location:** BMCC (245 Greenwich)

**Regular/Temporary:** Regular/Part-Time – Up to 20hrs/week

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## GENERAL DUTIES

Borough of Manhattan Community College (BMCC) is a vibrant, pluralistic learning community committed to the intellectual and personal growth of students. With enrollment of nearly 30,000 students, BMCC is the largest of the 25 institutions comprising The City University of New York (CUNY). BMCC prides itself on the diversity of our students: over 41% are Hispanic, over 30% are Black or African American, over 30% were born outside the US, and they represent more than 160 countries of origin with over 115 languages spoken. We are an inclusive community that promotes an atmosphere of mutual respect of each member's ethnicity, gender, age, disability, religion, political preference, sexual orientation, gender identity and national origin, among other personal characteristics. Collectively we share a belief in the transformative power of education to further the intellectual, economic, and social vitality of individuals and communities—and in the role of community colleges in advancing equity and social justice. BMCC's motto speaks to this common sense of purpose and possibility: Start Here, Go Anywhere. As we strive to make BMCC the very best it can be—a leading community college nationwide—we are dedicated to building a diverse and talented Recruitment Team that is committed to diversity, equity, and inclusion.

## POSITION DETAILS

Under supervision, the Recruitment Specialist performs miscellaneous clerical, administrative, research or other work related to the operation of the College or other unit where such work is required especially in-person 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. Preferred schedule five hour shifts, four days per week typically 9-2, 12-5, or 2-7.

## MINIMUM QUALIFICATIONS

- High School Diploma/GED.
- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

## OTHER QUALIFICATIONS

The preferred candidate will have:

- Willing and able to execute tasks both in-person and virtually
- Excellent customer service, communication, and organizational skills.
- Ability to work in group settings and independently.
- Curate and maintain relationships through outreach initiatives.
- A positive, service-oriented approach to the student experience.
- Ability to multi-task and handle various assignments simultaneously.
- Willingness to learn new skills and systems as needed.
- Ability to travel within the 5 boroughs
- Proficiency in Microsoft Office Suite.
- Experience using CUNYfirst (PeopleSoft) is a plus.
- Functional knowledge of Zoom inclusive of hosting and managing meetings
- Ability to communicate in languages outside of English is a plus

## WORK TASKS OVERVIEW

- Provide tours, information sessions, and service students in recruitment related activities.
- Able to provide recruitment support in-person and virtually
- Provide presentations to diverse prospective student communities, virtually and in-person
- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copiers and scanners) and perform related tasks as required.
- Maintain and manage student caseloads.
- Take on student processing duties as needed.
- Understand the admissions recruitment strategies while maintaining the ability to process students for enrollment.
- Assist students, faculty, and staff as needed.
- Collect and compile data, code data for computer entry, perform data entry, and run computer reports as needed.
- Will provide coverage for other units within the division of Enrollment Management when needed.
- Will be responsible for assisting with Open Houses, In-Person Registration, and other events assigned by the director or designated supervisor
- Additional duties and responsibilities as needed and assigned by supervisors
- **Availability to work selective Saturdays if deemed necessary**

## CONTRACT TITLE

College Assistant

## FLSA

Non-exempt

## COMPENSATION

\$ 18/hour

## 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

Submit a cover letter and resume **with the subject line Admissions/ In-Person Recruitment**, via email to Randessa Atherley-Cooper ([ratherley@bmcc.cuny.edu](mailto:ratherley@bmcc.cuny.edu))

### **Vaccine mandate:**

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

## 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.

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