

<u>Job Title:</u>	Nursing College Assistant
<u>Closing Date:</u>	This position is open Until Filled (the review of applications to begin immediately)
<u>Job Category:</u>	College Assistant - Part-time
<u>Location:</u>	199 Chambers Street
<u>City/Cities:</u>	New York, New York 10007
<u>Position Type:</u>	Part-Time College Assistant
<u>Salary:</u>	\$15.61

JOB DESCRIPTION:

The Department of Nursing is seeking a candidate to assist the department's Academic Advisor with tasks related to the advisement and registration process. Schedule Monday – Friday 10:00 am – 6:00 pm. **Candidate must be available to work on Saturdays or late evenings at Open House**

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.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- 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.

POSITION SPECIFIC RESPONSIBILITIES:

- Providing information about the nursing program.
- Word Processing.
- Filing and retrieving.
- Preparing letters and memoranda.
- Maintaining records and data entry.
- Answering and attending to telephone calls.
- Assists UDH Advisor at open house.
- Preparing nursing compliance contract packets including making hard copies.
- Preparing compliance packets with ranking placement for Day & Evening Administrators, students files and student handbook.
- Keep students' demographics including ranking placements, no seats for nursing students.
- Inform students who do not meet the nursing PCI GPA requirements.
- Communicates with Undeclared Health (UDH) students who are ineligible to apply to the nursing program.
- Review LPN Checklist and requirements
- Complete the RN/LPN students clock hours
- Assists with in person lottery registration.
- Revise all applications and nursing material as needed.
- Make xerox copies of all student handouts.

- Performing other work tasks as required.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

- High School Diploma or GED.
- Must be proficient in Microsoft Word.
- Knowledge of Microsoft Excel a plus.
- Detail-oriented and have good organizational skills.
- Excellent communication and interpersonal skills are essential.
- Ability to maintain a high degree of integrity and confidentiality.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

COMPENSATION

\$15.61

How to Apply: **This is a part-time fully in person position. Candidates should E-mail their resume to Yvonne Padmore ypadmore@bmcc.cuny.edu.**

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

CLOSING DATE

Open until Filled

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.