

Job Title: Non-Teaching Adjunct – Commercial Driver License (CDL)

Closing Date: This position is open Until Filled (the review of applications to begin immediately)

Job Category: Non-Teaching Adjunct

Location: Manhattan Educational Opportunity Center

City/Cities: Manhattan

Position Type: Non-Teaching Adjunct

GENERAL DUTIES

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CONTRACT TITLE

Non-Teaching Adjunct

CAMPUS SPECIFIC INFORMATION

The Manhattan Educational Opportunity Center delivers student-centered academic and workforce development programs and serves as a gateway to access further education, career achievement, personal growth, and self-sufficiency for adult learners in the NYC area.

The MEOC seeks staff members at all levels who are dedicated to improving the educational and career opportunities of adult learners in New York City. The MEOC is located in Harlem on 125th Street. This position may require evening hours. At this time classes are primarily held in a hybrid model with some in-person classes at the Manhattan EOC or partner location in Upper Manhattan and some classes held remotely via Zoom. This is subject to change and specific details will be shared with individuals who are interviewed. For additional information on the Center please review our website: <http://www.bmcc.cuny.edu/meoc>.

The Manhattan Educational Opportunity Center (MEOC) was established in 1966 by the State University of New York (SUNY), as a result of an act of the New York State Legislature. The MEOC is funded by the SUNY University Center for Academic and Workforce Development (UCAWD) and administered by Borough of Manhattan Community College (BMCC) of the City University of New York.

CDL sections are up to 20 hours per week and four weeks long, multiple sections provided per semester.

Non-teaching Adjunct (CDL) will:

- Conduct workshops to prepare students to take the CDL permit exam with DMV
- Supervise and monitor student usage with driving simulator, provide feedback to students

- Assist students with scheduling behind-the-wheel training with training provider
- Assist students with obtaining driving abstract and medical clearance for CDL

QUALIFICATIONS

Bachelor's degree from an accredited institution of higher education

OTHER QUALIFICATIONS

- Experience and knowledge of the process to obtain a CDL is preferred
- Holder of a CDL is beneficial

SALARY:

Non-Teaching Adjunct: \$47.42-\$59.00/HR

TO APPLY: Please send a resume and cover letter to Manhattan EOC Academic Affairs at academics@man.eoc.cuny.edu

No calls or walk-ins please.

Immediate Need. Review of resumes to begin immediately.

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.