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 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 copiers), sort and distribute mail, issue keys and identity cards,

act as messenger, and perform related tasks as required.

- Types of 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 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 to perform assigned tasks.

CONTRACT TITLE:

College Assistant

FLSA: Non-exempt

MINIMUM QUALIFICATIONS

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

COMPENSATION:

$15.61/hr

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:

All inquiries should send a letter of interest and resume to Iris Wangpataravanich in Student Affairs at iwangpataravanich@bmcc.cuny.edu

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 based on any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.