

Opening Date: May 5, 2025

Closing Date: May 27, 2025

To Apply: Please send your resume and cover letter to teachereducation@bmcc.cuny.edu.

Please read the following post carefully before applying:

Teacher Education Department-College Assistant

The Teacher Education department serves students who want to enter the fields of Child Care/Early Childhood Education, Childhood Education (Elementary School Education), Bilingual Education, Secondary Education (High School), and School Health Education. Upon graduation, our students will very often work in early childcare settings, as an assistant teacher, or continue their education at a senior college.

We are looking for a College Assistant that can work up to 20 hours per week during the Fall and Spring Semesters.

Qualifications

The Candidate:

- Must have a high school Diploma.
- Good customer service and office experience is desired but it is not necessary if the candidate is a quick and willing learner.
- Ability to lift packages and push carts of supplies.
- Good typing and data entry skills.
- Knowledge of MS Office.
- Must be discreet and respect the privacy of student and faculty records and the various student issues that may arise.
- Should have the ability to work in a fast-paced environment.
- Be efficient and detail oriented.
- Should have the ability to multitask, manage and prioritize different tasks and projects.
- Must have good people skills in working with students, faculty, and staff. ● Must be punctual.

Job Responsibilities

Under the direction of the Chairperson, two program directors, and the Department's administrator, the following are the job responsibilities.

- When working in-person and remotely, answer the College Assistant phone line via the RingCentral App.

- Respond to inquiries and redirect existing and prospective students, faculty, staff, and visitors in person, via email, and phone.

2 of 2

- Put away supplies/items in the storage room.
- When directed by the department administrator, the College Assistant will sign for deliveries and reconcile all items delivered.
- Maintain the storage room.
- Stock the office with supplies.
- Stock the classrooms with instructional supplies.
- Assist with special events such as the Career Fair, TED Day, or other events.
- May be asked to design flyers for events.
- Enter data into the Department of Education (DOE) fingerprinting system.
- Track receipts for fingerprinting waivers in Excel.
- Assists in the management of student portfolios for EDU students who are transferring to a senior college.
- Tracking data in Excel for the School of Education Admissions Test (SEAT). ● Informs students via email or phone of the dates for SEAT workshops, interviews, and exams.
- Must be able to provide any additional clerical support as needed.

Requirements

The College Assistant position for the Teacher Education Department is a hybrid position; one day will be virtual, and there will be two in-office days.

- The candidate must have Internet access and a computer to perform duties remotely.
- Be available to work 20 hours a week during the Spring and Fall semesters. The working schedule is a hybrid of two days in the office and one day remote.

Salary: \$16 per hour

To Apply: Please send your resume and cover letter to teachereducation@bmcc.cuny.edu.