

College Assistant (Hourly) - Borough of Manhattan Community College (BMCC) Association

The Borough of Manhattan Community College (BMCC) Association supports students and faculty by managing student activity fees and fostering educational and social relationships within the college community. It assists with academic, work-related, and extracurricular activities.

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.
- 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 areas such as 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 in performing assigned tasks.

College Specific Duties

The College Assistant will report to the Business Manager of the BMCC Association or designee. This person will:

- Provide extensive customer service to students, staff, faculty, and guests.
- Operate effectively in a fast-paced environment.
- Communicate excellently with vendors, students, and faculty.
- Maintain and manage both digital and hard copy filing systems, ensuring easy retrieval of records.
- Demonstrate strong organizational skills and proficiency with computer productivity software.
- Participate in campus-wide retention and persistence outreach activities.
- Perform other duties as assigned.

QUALIFICATIONS

- Associate's degree is preferred.
- Strong track record in office management strongly preferred.
- Excellent interpersonal, oral, and written communication skills with keen attention to detail.
- Ability to work independently and under general supervision, providing courteous and accurate customer service to students, visitors, and campus community both in-person and virtually.
- Proficiency in Microsoft Office Suite (including MS Outlook, Excel, Word, & PowerPoint).
- Availability to work 20 hours per week, Monday through Friday, preferably in the afternoon.
- Dynamic personality with the ability to thrive in a fast-paced environment.

COMPENSATION

\$19.12/ hour

The position is open until filled. Letters of interest and professional resumes should be sent to Mr. Anthony Lothian, Borough of Manhattan Community College (BMCC) Association Business Manager at alothain@bmcc.cuny.edu.