

Position Title: College Assistant

Department: Criminology & Criminal Justice

Position Type: Part-Time (Up to 20 hours per week)

Duration: Fall 2026 – Spring 2027 (with possibility of extension)

Rate: \$19.12

Position Summary:

We are looking for a student who is reliable, organized, and takes initiative. In particular, we hope to identify someone with strong academic research experience, excellent critical thinking skills, and strong written and verbal communication skills. The ideal candidate is intellectually curious, works well independently, pays close attention to detail, and is interested in supporting the day-to-day operations of an academic department.

Responsibilities:

Responsibilities will include a combination of administrative support and department projects, such as:

- Assisting with faculty research and departmental initiatives
- Conducting literature searches and gathering research materials
- Supporting departmental events and programming
- Assisting with data collection, organization, and other project-based work
- Providing general office and administrative support as needed

This role combines administrative responsibilities with project support, though our position places a stronger emphasis on research, critical thinking, and analytical skills.

Qualifications:

- Current BMCC student or recent graduate preferred
- Strong organizational and communication skills
- Research experience preferred
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Ability to work independently and collaboratively

How to Apply:

Please direct interested candidates to submit their resume and cover letter to crj@bmcc.cuny.edu