College Assistant

Job Location: CUNY Borough of Manhattan Community College (BMCC)
Department: Office of Accessibility
Functional Title: Administrative Assistant

EDUCATION AND EXPERIENCE:
- A high school diploma or the equivalent and two years of general office experience or an equivalent combination of education and general office experience is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provides administrative support to the Office of Accessibility by providing reception services, scheduling appointments, meetings, filing, researching files and records, reports, and other documents as requested.
- Provides direct and indirect assistance to disability services. This includes accommodated exam scheduling, administration of student records, exam proctoring and reading, and general support to Office of Accessibility staff.
- Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about Office of Accessibility registration, classes, course registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures).
- Receives mail or correspondence for the work unit or area. Opens or reviews correspondence and determines proper disposition.
- Supports the department by performing all other duties as assigned by the department leadership.
- Position is on-site at the BMCC campus's 199 Chambers Street building.

HOURS:
- Monday – Friday (some Saturday coverage might be required on occasion). Maximum of 20 hours/week.
- Position starts May 2024 with the possibility of extending through to the end of the 2024-25 academic year.

RATE:
- $15.61/hour

REQUIRED SKILLS/ABILITIES:
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Proficient in basic business writing.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Discretion in handling sensitive student information.
- Ability to work a regular and consistent schedule, particularly during office's peak periods (e.g. months of May, September, & December).

PREFERRED QUALIFICATIONS:
- Interest in the area of disability services in higher education.
- Familiarity with the CUNY system.
- Some college credits completed.

CONTACT:
If interested in applying for this position, please send resume to Daphne Gilles, Office of Accessibility Director at **dgilles@bmcc.cuny.edu**