

## Job Vacancy Notice

**Job Title:** College Assistant - 500050  
**Job ID:** 1057  
**Location:** CUNY Graduate School of Public Health and Health Policy  
**Regular/Temporary:** Regular

**Position:** Part-time Program Administrator for the Office of Experiential Learning and Career Services

### **Institution / Program Overview:**

The CUNY Graduate School of Public Health and Health Policy (CUNY SPH) is a recently formed graduate school, committed to teaching, research and service that creates a healthier New York City and helps promote equitable, efficient and evidence-based solutions to pressing health problems facing cities around the world. Our vision of promoting health and social justice in New York City and across the globe through innovation and leadership is carried-out through a collaborative and accessible environment for excellence in education, research, and service in public health. We seek to promote and sustain healthier populations in New York City and around the world, and to shape policy and practice in public health for all.

The Office of Experiential Learning is an academic office dedicated to helping students secure and successfully complete their required fieldwork experiences and fieldwork course. Fieldwork is an applied or experiential learning experience (minimum 180 hours of service) that is planned, supervised, evaluated, and graded. The CUNY SPH Office of Career Services is a student services department dedicated to providing SPH graduate students and alumni with the tools and resources necessary to successfully secure jobs and manage their careers.

### **Position Overview:**

The Program Administrator will support the Director of Experiential Learning and Career Services, the Student Career Program Manager, and other members of the Office of Experiential Learning and Career Services to lead successful career development and experiential learning activities at CUNY SPH.

The position's responsibilities encompass administrative activities to ensure that the team meets greater program goals and deliverables in a timely, effective manner, and the time commitment is ~20 hours per week.

### **This College Assistant will be primarily responsible for:**

- Maintains internal process documentation and supports student progress tracking
- Coordinates paperwork processing and student course enrollment with other relevant departments (Office of the Registrar, etc.); processes Affiliation Agreements with external organizations; uses SharePoint, etc.

- Compiles responses to surveys and evaluation tools, such as OEL student pre-registration forms, event evaluations, etc.; using Qualtrics, Zoom, etc.
- Maintains internal and student-facing partner databases
- Administers various aspects of office operations, including select front-line communication with students, alumni, faculty, employers, and staff; scheduling coordination with external partners
- Maintains the office inbox, escalating programmatic matters to the program manager/director
- Maintains webpages, event calendars, and databases
- Distributes emails and prepares weekly newsletters, including using WordPress
- Supports report preparation
- Schedules meetings and events
- Other duties as needed

## **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.
- 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.

## **Qualifications:**

- Experience in administrative / operational support preferred
- Skillful execution of administrative activities, with high attention to detail, organization, process, and a track-record of project follow-through
- Bachelor's degree required. Master's degree seekers/holders welcome to apply
- Strong oral and written communication; communicates clearly and effectively
- Strong technical competency: SharePoint; Excel; Google Drive, etc.
- Experience in public health, higher education, student services, or related fields preferred.

## **CONTRACT TITLE**

College Assistant

**FLSA**

Non-exempt

**COMPENSATION**

\$15.61 - \$25.51/hour

**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**

To apply, please email your resume and cover letter to [hannah.lathan@sph.cuny.edu](mailto:hannah.lathan@sph.cuny.edu). Applications will be considered on a rolling basis, but the Office seeks to fill this position immediately.

**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 on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.