

General Duties and Responsibilities

The Office of Admissions seeks a part-time College Assistant to provide clerical and customer support. The College Assistant reports to the Director of Admissions and will be responsible for:

- Representing the school at recruitment events
- Meeting with prospective students to answer questions about the application process and the school
- Answering/transferring incoming calls
- Providing assistance to Admissions Office staff
- General office duties including photocopying, responding to inquiries, updating and maintaining recruitment materials
- Assisting in setting up and organizing events

10 hours per week maximum. Must be willing to work some evenings. No weekend commitment required.

Qualification Requirements

Current CUNY SPH graduate student in an MPH or MS program. Excellent customer service, professional attitude and appearance. The selected individual will be a “student ambassador” who must be knowledgeable about the School’s programs and curriculum. Must be detail oriented and able to multi-task with strong communication skills. The candidate must also be proficient in Microsoft Office.

Interested applicants should submit their Cover Letter and Resume to Meg Krudysz, the Director of Admissions at Margaret.krudysz@sph.cuny.edu.