Job Title: College Assistant – Health Services
Closing Date: This position is open Until Filled (the review of applications to begin immediately)
Job Category: College Assistant
Location: City University of New York/BMCC
City/Cities: New York, NY
Position Type: Part-Time College Assistant
Salary: $15.61 per hour

Job Description: This position will help to cultivate a health-conscious campus environment in collaboration with student, campus, and community partners. Responsibilities for this position will include administrative skills, data entry, and community engagement. The Health Services College Assistant is also expected to fulfill all duties listed below in addition to other duties as assigned and plays a major role in the planning and implementation of the annual Health Fair.

Responsibilities:

- Oversee marketing of various programs and health/well-being promotion services.
- Implement new programming and develop methods to increase the visibility of BMCC Health Services.
- Actively organize and monitor the office, storage, and supply areas.
- Maintain an active, relevant, and up-to-date Health and Wellness website.
- Acts as a resource person for students and the campus community for relevant and up-to-date health education materials and literature.
- Assist with keeping standardized materials, handouts, and flyers updated throughout campus and the Health Services
- Collaborate with the other departments to serve as a major contributor to design, promote and assist with the annual Health Fair.
- Enters and maintains departmental records such as inventory control records, rosters, and student immunization.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.
- Perform other related duties as assigned by the Director of Health Services.

Qualifications:

- Ability to function under pressure and independently.
- Strong organizational skills and interpersonal skills.
- Ability to manage multiple projects and timelines.
- Ability to work as a member of a team with professionals from across campus.
- Evidence of good writing and presentation skills.

How to Apply:

Candidates should send their cover letter and resume to Penelope S. Jordan pjordan@bmcc.cuny.edu. The note in the subject line should state “Health Services College Assistant position application”.

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.