**Job Title:** College Assistant- Counseling Center

**Closing Date:** This position is open Until Filled (the review of applications to begin immediately)

**Job Category:** Grant-funded College Assistant

**Location:** 199 Chambers Street

**City/Cities:** NY, NY 10007

**Position Type:** Part-time, Grant-funded (maximum of 20 hours a week)

**Salary:** $15.61

**Job Description:** This is a grant-funded hybrid position which is part time and temporary: maximum of 20 hours a week. Applicants should be available to be on campus 2-3 days a week help with remote and in person clerical responsibilities, and available to begin as soon as possible.

**Responsibilities:**

- Navigating an online platform that hosts confidential student documents
- Working closely with students through email and phone to help them file the Application for review
- Provide students with specific and general information pertaining to the Counseling Center and other college services.
- Schedule appointments for students in person/remote
- Organize, maintain, and secure student records and files.
- Work closely with support staff to complete clerical tasks
- Help staff and counselors with any part of the online application process
- Other clerical responsibilities as assigned by the Director of Counseling Center

**Qualifications:**

- High School diploma or GED
- One year of work experience
- Good communication skills (both written and spoken)
- Commitment to 2 days a week on campus
- Comfort with online platforms, Microsoft Teams, Zoom, Spreadsheets, and Adobe
- Access to reliable internet and a private space to communicate confidentially with students when working from home
- Access to a personal laptop or a desktop

**How to Apply:**

Candidates should send Resume via email, with the subject line College Assistant- Counseling Center application, to the Director of the Counseling Center, Neda Hajizadeh at nhajizadeh@bmcc.cuny.edu.

**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.