

Job Vacancy Notice

Job Title: College Assistant (Hourly)

Job ID:

Location: John Jay College

Regular/Temporary:

Regular

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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.

- Acts as cashier.

- 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.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

ABOUT JOHN JAY COLLEGE

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY) and an internationally recognized leader in educating for justice. John Jay is laser-focused on fueling the success of our exceptional student scholars pursuing a justice-focused education. Led by President Karol

V. Mason, John Jay is a federally designated Hispanic-serving institution, it is ranked third in the nation in Black student success, and it is a top ten institution for promoting student social mobility. John Jay is proud to serve a diverse and dynamic student body of 15,000 students, nearly fifty percent of whom are first in their family to attend college, and many of them are immigrants or children of immigrants.

The College participates in the doctoral programs of the Graduate Center of CUNY and offers bachelor's and master's degrees both in traditional criminal justice-related fields of study as well as in a robust portfolio of liberal arts and sciences programs that highlight themes of justice across the arts, sciences, humanities, and social sciences. The College seeks staff and faculty members who thrive in a multicultural academic environment and are committed to cementing our culture of pride, distinction and excellence.

POSITION OVERVIEW:

This is a part time position. Reporting to (*list the title of the direct supervisor*) the incumbent will be responsible for the following:

List here the tasks to be performed.

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS (OPTIONAL SECTION)

Preferred Qualifications

COMPENSATION

This is a part-time position of up to 20 hours per week, scheduling of the days can be worked out. Hourly rate is \$ per hour (or you can list a range) commensurate with experience. Appointment is on a per semester basis and subject to budgetary and renewal approval.

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.

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.