College Assistant (Part-Time) – Department of Management

The Narendra Paul Loomba Department of Management seeks a college assistant. This is a part-time position, of up to 20 hours per week; scheduling of the days can be worked out. Reporting to the department Administrative Coordinator, the successful candidate will do the following:

General Duties:

• Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of the department. Report directly to the administrative coordinator at the department of management
• 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.
• Type letters, memoranda, charts, and similar materials.
• Assists in statistical or research activities, may collect and compile data, code for computer entry, perform data entry, and run computer reports.
• Assist the faculty member and adjunct for the Department of Management.
• 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.
• Performs related duties as s

Minimum Qualification:

• High school diploma or GED. Some college education preferred
• Excellent customer service skills
• Strong computer skills (MS word, Outlook, Excel and PowerPoint ) are highly desired
• Ability to take initiative when necessary

COMPENSATION:

$18/hour. Appointment is on a per semester basis and subject to budgetary and renewal approval.

HOW TO APPLY:

Please send a copy of your resume and cover letter, address to Pui Man Yeung at puiman.yeung@baruch.cuny.edu

CLOSING DATE:

Open until filled, Review of the resumes will start on July 31, 2023