

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>College Aide</u>	Salary:	<u>\$8.00 – \$9.41 p/h</u>
Title Code:	<u>10209</u>	Number of Positions:	<u>1</u>
Office Title:	<u>College Aide (17 ½ hours weekly)*</u>	Work Location:	<u>40 Worth Street, NYC</u>
Division/Work Unit:	<u>Executive/ Organization Development and Training</u>		

Job Description

- Assist with class registration of materials including: generating letters, producing certificates, creating folder and reproducing materials for classes and filing.
- Data entry into the Training Centers customized database of DFTA staff and community partner staff training information.
- Answer phones and provide appropriate information or direct call to correct individual.
- Other clerical duties such as deliveries to Lafayette Street, typing correspondence and material for trainings, etc.

***This position is 17 ½ hours per week while school is in session. May be 35 hours during school vacations.**

Minimum Qualifications

Applicant must be currently enrolled in college. Should have knowledge of computers, some word processing and data entry.

Preferred Skills

Artistic ability a plus.

TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

Posting Date: **October 19, 2012**

Post Until: **Filled**

JVN No. **125-13-11-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER