

JOB VACANCY NOTICE
CITY OF NEW YORK
Brooklyn Community Board 8

Civil Service Title: College Aide

Title Code: 10209

Salary Range:

Freshman / Sophomore \$15.50 - \$ 16.35 per hour

Junior / Senior \$15.75 - \$ 17.30 per hour

Temporary – 330 hours total

Brooklyn Community Board 8 seeks to hire a part-time College Aide to assist with the day-to-day operations of the community board. Under the supervision of the district manager, the college aide will provide administrative support to the board. Responsibilities include but are not limited to:

- Respond to constituent inquiries and requests via telephone and in person.
- Perform administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research
- Attend Community Board evening meetings as needed
- Perform website updates
- Other duties as assigned

MINIMUM QUALIFICATIONS REQUIREMENTS

For Assignment Level I:

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or a closely related field, including or supplemented by 9-semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other areas relevant to the information technology project(s) assigned, including, or supplemented by 9-semester credits in an acceptable course of study.

Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

SPECIAL NOTE

The maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

PREFERRED SKILLS

1. Excellent writing and organizational skills.
2. Proficient computer skills, and experience using office 365 including Microsoft Word, PowerPoint, and Excel.
3. Computer/social media and web posting skills.
4. Ability to work independently and as a member of a team.

TO APPLY

Email your cover letter and resumé to: brooklyncb8@gmail.com with “College Aide” in the subject line.

Mail resume and cover letter to:

Ms. Michelle George, District Manager
Brooklyn Community Board 8
1291 St. Marks Avenue
Brooklyn, New York 11213

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

POST DATE: November 10, 2022

POST UNTIL: Filled

478-22-002