The School of Continuing and Professional Studies is seeking a College Assistant to provide assistance at its CUNY on the Concourse facility at 2501 Grand Concourse (at Fordham Road). The position will report directly to the site manager and perform the following duties:

- Act as a proctor for the testing center.
- Assist with the maintenance of the computer labs including helping to load and upgrade software, and insure that computers and networks are operational.
- Assist with preparation and upkeep of Nursing Laboratories including the ordering of equipment and supplies.
- Assist with support of startup and implementation of new program initiatives including ongoing support for existing programs.
- Other duties in support of facility as assigned by the site manager.

The position may include additional front desk clerical duties such as greeting the public, responding to in-person and telephone inquiries regarding SCPS programs (non-degree and degree) in a timely manner, and performing registration functions.

The ideal candidate should have the IT skills necessary to assist in maintaining the computer labs in the facility. S/he must be mature, responsible, detail-oriented, flexible and diplomatic. S/he must be available to work 20 hours/week.

Compensation: $9.72/hour

Please send resumes to robert.wechsler@lehman.cuny.edu