The Advising Center

Job Description: Transfer Services Administrative Assistant

The Advising Center provides academic information and centralized advising services to all undergraduate students through the clarification of degree requirements and academic program planning thereby leading to the timely receipt of the baccalaureate degree. The Center makes information available to students that will provide a clear understanding of the academic requirements that impact their selection of programs and courses. Additionally, the Center provides group advising and registration to all new students -- freshmen and transfers -- by working closely with the Freshman Year Initiative Program to place freshmen into communities for their first semester at the College and with academic departments to facilitate entry into the major for transfers. The Advising Center is often the first point of contact for new students upon admission to Queens College.

Duties of the Transfer Services Administrative Assistant

- Assist Assistant Director with program planning, room selection and logistics pre/post Transfer Orientations.
- Provide coverage for Transfer Services; answer telephone inquiries, greet students and provide information about advising activities, dates for registration and workshops, and locations of academic and administrative offices on campus.
- Updates program databases, lists, and files to ensure completeness and accuracy.
- Provide assistance and support for workshop planning by coordinating check-in activities, assist in the preparing packets for distribution, disseminating information, and lab coverage.
- Provide clerical support duties as assigned, such as filing, copying, preparing handouts and mailings, and maintaining document information areas.
- Delivery of materials, mail, packages as needed to other College offices.
- Provide front desk coverage, at the Center to answer telephone inquiries and greet visitors to the College during non-new student orientations periods.
- Other related duties as assigned

Qualifications

Baccalaureate degree required; Applicant should be friendly and personable, possess excellent communication skills, able to present information effectively and should understand the admissions and advising processes. Must be able to work as part of a team. Microsoft Office experience and some knowledge of PeopleSoft preferred. Will be trained in Hobson’s Connect/Retain.
Compensation: The rate is $15 per hour plus benefits. 20 hours per week and the expectation of a flexible scheduled based on the needs of Transfer Services which will shift depending on the activities and needs.

How to Apply:

Please send cover letter, resume, and contact information for three professional and/or academic references to:

Respond to: Ms. Ivelisse Rosario-Natal
The Academic Advising Center
Queens College, CUNY

Email submissions are accepted and preferred: irosarionatal@qc.cuny.edu

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