

Part-Time Front Office Manager, John Jay College Teaching & Learning Center

The John Jay College Teaching & Learning Center has an opening for a part-time front office manager, beginning early-mid August 2017. The position includes reception, scheduling, event support, website and social media maintenance, inventory, data collection and analysis, and other office and program-related tasks.

The Teaching and Learning Center (TLC), located in 335 Haaren Hall, is a vibrant faculty development program for faculty seminars and workshops, teach-ins, coffee and conversation hours, and mentoring. The TLC also presents formal events throughout the year such as Faculty Development Day, Digital Demo Day, the CUNY Online Education Conference, and the Scholarship of Teaching and Learning Recognition Reception. During 2016-17, nearly 300 full and part-time faculty engaged in TLC activities: students and staff were also welcomed to participate in many events.

The TLC is managed by a full-time Director, Dr. Gina Rae Foster, and reports to the Associate Provost for Faculty Services, Dr. Allison Pease. Partners include the Office of General Education and Educational Partnerships, the Office for the Advancement of Research, the offices of Graduate and Undergraduate Studies, John Jay Online, ePortfolio at John Jay, Student Academic Success Programs, and Career Services. You can learn more about our services and programming by visiting our website: <http://www.jjay.cuny.edu/teaching-and-learning-center-tlc> .

The position requires the ability to handle multiple tasks in a wide range of areas and to communicate regularly with faculty, students, staff, and outside visitors. As part of John Jay's social justice vision, we are committed as an office to increasing our consciousness of explicit and implicit biases and shaping our professional behavior and services based on this enhanced knowledge. Therefore, sensitivity to and awareness of cultural and religious differences and commitment to questioning and improving this awareness are expectations of all TLC staff.

This position is a great opportunity for pre-professional students to develop professional and project management skills as well as to learn more about teaching and learning theory and practice. International, military and veteran, and minority students are strongly encouraged to apply.

Details:

- Position Title: Administrative Assistant
- Pay Rate: \$16/hour
- Hours: 19 hours per week

Qualifications:

- Bachelors' Degree
- 2-3 years office support experience (reception, clerical, event support)
- Microsoft Office proficient (particularly Word, Excel, and PowerPoint)
- Social media savvy (Facebook, Twitter, LinkedIn)
- Professional communication skills
- Positive attitude
- Experience and willingness with taking direction and being part of a team environment

Please contact Gina Rae Foster at gifoster@jjay.cuny.edu or 646-557-4660 if interested. Applicants will be asked to submit a cover letter, current resume or CV, and unofficial transcript. Interviews will be scheduled late July-early August 2017.