CUNY Start Recruitment Assistant (Part-Time/Hourly)

CUNY Start is an intensive program for high school and GED graduates who need to increase their proficiency in academic reading, writing and math before starting credit classes at CUNY. The Recruitment Assistant position is a paid opportunity to be part of the Central Office team. He or she will assist campuses with student recruitment during heavy recruitment periods and will assist the Central Office with administrative work as needed. The position may involve travelling to one or more campuses; specific work locations will be arranged with candidates on an individual basis.

Responsibilities:
Reporting directly to the CUNY Start Central Office Program Coordinator, the Recruitment Assistant will:
- Interview prospective CUNY Start students on one or more CUNY Start campuses
- Document and complete required forms provided by Central Office and Campus Coordinators
- Assist campus staff to assess eligibility and fit of prospective students and relay comments and recommendations to relevant campus staff
- Help at campus site with other steps in intake process
- Perform other administrative work, as needed

Requirements:
- Familiarity with CUNY Start, or similar CUNY academic programs
- Interest in college transition work
- Ability to handle sensitive student information with maturity
- Demonstrated comfortable rapport with students of all ages and backgrounds
- Ability to travel to CUNY Start campuses
- Excellent communication and interpersonal skills
- High School/GED required; active college student or college graduate preferred

Employment Cycle & Rate:
- $10/hour for a maximum of 15 hours/week for duration of approximately 6 weeks. Renewal of appointment after six weeks may be possible based on program needs and available funding.

To Apply:
- Please send a resume, cover letter, and Monday-Friday availability to Rachel.Oppenheimer@cuny.edu

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.