**Office of Graduate Programs, Zicklin School of Business**

**College Assistant**

The Office of Graduate Programs is hiring two College Assistants to assist with the day to day operations of the office. Candidates must be available to work within the range of 9am – 1:30pm or 2pm – 6:30pm Monday through Friday, for 20 hours per week.

Duties and responsibilities will include, but are not limited to:

- Filing, data entry, reporting, etc.
- Tracking of student contact with office, degree requirements, and student progress.
- Assist with logistics for Orientations, MBA admissions, student programming, and other events.
- Front office duties such as answering phones, assisting students and faculty, and other projects as needed.

Duties and responsibilities may also include:

- Work with MBA Directors and Executive Director to manage the grade change, transfer credit, and internship registration processes.
- Other assignments as needed.

The successful candidate will have excellent verbal and written communication skills, outstanding customer service skills, and technical proficiency in Microsoft Office including Word, PowerPoint, Excel and Access. Familiarity with college operations is preferred but not a must.

Interested applicants should send a cover letter and resume to Elizabeth Figini, Director, Part-Time MBA Programs, Elizabeth.Figini@baruch.cuny.edu.