

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>College Aide</u>	Salary:	<u>\$8.00 – \$9.41 p/h</u>
Title Code:	<u>10209</u>	Number of Positions:	<u>1</u>
Office Title:	<u>College Aide (17 ½ Hours Weekly)*</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Contract Procurement & Support Services/Agency Chief Contracting Officer (ACCO)</u>		

Job Description

- ◆ Download contracts/amendments involving DFTA's mainframe computer and word processing software.
- ◆ Organize and maintain files.
- ◆ Handle Copying and mailing of material as requested.
- ◆ Answer and screen incoming telephone calls.
- ◆ When required act as messenger to downtown City area for delivery of contract related material.

***This position is 17 ½ hours per week while school is in session. May be 35 hours during school vacation.**

Minimum Qualifications

Applicant must be currently in college. Candidate should be computer literate and know Access and Word. Good interpersonal skills and be able to handle a variety of assignments.

TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:

**Department for the Aging (DFTA)
Jeanmarie Weber
Employment Manager, Human Resources
2 Lafayette Street, 9th Floor, New York, NY 10007**

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

Posting Date: **October 3, 2012**

Post Until: **Filled**

Posting No. **125-13-09-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER