

CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	College Aide - I	Salary:	\$17.00 - \$21.40 Hourly
Title Code:	10209	Number of Positions:	1
Office Title:	College Aide	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Division of Operations & Administration /Office of Change Management			
<b>Additional Information:</b>  <i>The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.</i>  <i>As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.</i>			
<b>Job Description:</b>  With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.  The Office of Change Management designs strategies and co-sponsors projects to empower individuals to re-envision their duties and adopt new work experiences. Through the successful implementation of typically enterprise-wide projects, OCM builds individual adaptability and increases Agency's agility.  As the Agency is transitioning from one enterprise-wide software system to a new one, we seek a digital literate student to assist the Office of Change Management. The student would learn about Change Management Principles, practice of Project Management, the design and delivery of trainings, and the implementation of an enterprise-wide client management system. We are looking for a Change Management Intern to support the team in the following areas:  Coordinating Change Management training events and pre-event activities: <ul style="list-style-type: none"><li>• Assist with scheduling activities.</li><li>• Follow-up and coordinate with training event environment set-up, etc.</li><li>• Update video and printed training materials.</li><li>• Assisting with Virtual Trainings.</li><li>• Assist attendees with technical issues.</li><li>• Monitoring break-out rooms.</li><li>• Capture feedback from users to collaborate with FAQs and training enrichment.</li></ul>			
<b>Minimum Qualifications:</b>  Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.			
<b>Preferred Skills:</b> <ul style="list-style-type: none"><li>• Strong digital experience with Internet use, such as online purchasing a plus.</li><li>• Strong understanding of using secure environments, such as Google Classroom preferred.</li><li>• Proficient use of Windows-based products: MS Office, and Windows/Mobile Apps a plus.</li><li>• Ability to multitask and work collaboratively with staff and NYC Aging service providers.</li></ul>			
<b>NOTE: NEW YORK CITY RESIDENCY IS REQUIRED FOR THIS POSITION</b>			
<b>TO APPLY</b>  Please be sure to submit a resume & cover letter when applying. All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> Click on Recruiting Activities/Careers and Search for Job ID # 712298 All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID# 712298			
Posting Date:	May 09, 2025	Post Until:	Filled
JVN No.	125-25-40 CW		