

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: COLLEGE AIDE	Level:	Title Code: 10209
Office Title: Human Resources College Aide	Salary: \$15.50 to \$19.90 per hour	
Division: Administration		
Unit: Human Resources - Recruitment	Number of Positions: 1	
Work Location: 100 Church St	Hours/Shift: 9 AM to 5 PM	

ABOUT OATH:

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City's central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

The Administration division of OATH requires administrative support for the Human Resources unit's Recruitment team. Under supervision of the Assistant Commissioner for Human Resources and the guidance of the Recruitment Specialist, the College Aide will help support the recruitment processing cycle. Duties will include updating tracking documents, setting up in-person appointments with incoming candidates for paperwork processing, organizing and reviewing paperwork submitted by candidates, and helping with orientation and other inquiries. The College Aide will gain valuable, applicable experience in the on-boarding process of incoming employees and exposure to various HR operations that are common across many organizations as well as specialized exposure to HR policies of the City of New York.

The College Aide will be expected to report in person at least once per week for several hours. During the school year, College Aides will be authorized to work up to 17 hours per week and authorized to work up to 35 hours per week during breaks in the school year. NYC residency is required within 90 days of starting and matriculation in a degree bearing program must continue during the duration of employment which cannot exceed 6 years in the title.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.

Preferred Skills:

- Preferred majors include Human Resources, Public Administration, Business Management, Project Management, Labor Relations, Industrial Psychology, Organizational Development, or any similarly skilled type major;
- Excellent customer or relationship management skills;
- Excellent written communication and documentation skills;
- Excellent communication skills with professionals of highly complicated procedures;
- Familiarity with City of New York civil service policies and procedures a plus;
- Proficiency in Microsoft Excel, Power Point, Word, and Adobe Acrobat software.

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

FOR SUMMER INTERNSHIPS ONLY

Interested candidates should submit a cover letter and resume to HROATH@oath.nyc.gov

No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date: 2/27/2023	Post Until: 5/28/2023	JVN: 820-2023-576450
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OATH and the City of New York are Equal Opportunity Employers