

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: COLLEGE AIDE (ALL CITY DEPTS)	Level: 1
Title Code No: 10209	Salary \$15.50 - \$19.90 Frequency: Hourly
Title Classification: Non- Competitive	
Business Title: Diversity, Equity, and Inclusion College Aide	Work Location: 31 Chambers St., New York, NY
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 567787	Hours/Shift: Day - Part- time. Due to the necessary support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Job Description

The New York City Department of Records & Information Services (DORIS) preserves and provides access to historical and contemporary records and information about New York City government. For more information about DORIS and its work, call 311 or visit DORIS at nyc.gov/records or on its social media sites, Twitter, Facebook, Instagram, and YouTube.

As a small agency with a big mission, every staff member at DORIS plays a critical role in ensuring success. Through the efforts of the agency's senior leadership, including the EEO Officer and Director of Administrative Operations, the agency aims to hire, develop, and support the finest talent. The agency is seeking a highly motivated, self-starter to support agency-wide efforts in recruitment; employee engagement, retention, and development; and compliance.

We are seeking a College Aide interested in pursuing a career in public policy, government relations, community relations, law or related fields to provide high-level support within the team. All candidates should have a strong academic record, be highly organized with a keen attention to detail, possess the ability to manage multiple tasks and a commitment to excellence.

Reporting to the Equal Employment Opportunity (EEO) Officer, the selected candidate's responsibilities will include, but are not limited to:

- Assist with the coordination, implementation, and development of agency programs.
- Developing strategies for identifying appropriate websites and recruitment sources for all DORIS positions.
- Host and attend career fairs and coordinate special projects and events.
- Publicize job postings.
- Conduct research and pro-active outreach to programs, schools, and organizations in search of qualified employees, interns, and special program workers.
- Analyzing, organizing, and maintaining relevant data and information on job postings, job candidates, and agency employees.
- Coordinate and schedule meetings, as well as draft correspondence for the EEO Officer and provides other administrative support as assigned.
- Conducting research on EEO and employment-related issues and relevant legislation.
- Provide case management support, including drafting notices, taking notes at interviews, drafting memoranda, and assembling exhibits.
- Assist with reviewing, developing, and assembling training materials and PowerPoint presentations.
- Support the completion of special projects as assigned.

Minimum Qualification Requirements

For Assignment Level I:
 Matriculation at an accredited college or graduate school. Employment is conditioned upon

continuance as a student in a college or graduate school.

For Assignment Level II (Information Technology):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or closely related field, including or supplemented by 9 semester credits in an acceptable course of study.

For Assignment Level III (Information Technology Fellow):

Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school with a specific course of study in information technology, computer science, management information systems, data processing, or other area relevant to the information technology project(s) assigned, including, or supplemented by 9 semester credits in an acceptable course of study.

Appointments to this Assignment Level will be made by the Technology Steering Committee through the Department of Information Technology and Telecommunications.

SPECIAL NOTE

Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.

Preferred Skills

- Must have the ability to be objective and appropriately handle sensitive and confidential information;
- Detail oriented with strong organizational skills;
- Self-starter with ability to work independently and in a team setting;
- Ability to multitask and prioritize tasks to meet tight deadlines;
- Sound working knowledge of Microsoft Office, Excel, Outlook and PowerPoint;
- Experience conducting research;
- Attention to detail and follow-through;
- Strong communication, organizational and interpersonal skills;
- Ability to write correspondence and summaries;
- Strong sense of initiative and engagement; and
- Genuine interest in diversity, equity, and inclusion work, including EEO, as well as Operations Management and City government is a plus.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Search for the Job ID# 567787

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 1/07/2023

Post Until: Until Filled

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.