

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

<b>Civil Service Title:</b> COLLEGE AIDE (ALL CITY DEPTS)	<b>Level:</b> 1
<b>Title Code No:</b> 10209	<b>Salary</b> \$15.50 - \$19.90 <b>Frequency:</b> Hourly
<b>Title Classification:</b> Non- Competitive	
<b>Business Title:</b> External Affairs College Aide	<b>Work Location:</b> 31 Chambers St., New York, NY
<b>Division/Work Unit:</b> Executive Offices	<b>Number of Positions:</b> 1
<b>Job ID:</b> 567788	<b>Hours/Shift:</b> 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. The agency's efforts to provide access to its records, includes the use of social media, agency websites, public programs, and community outreach projects. As part of the agency's efforts, the External Affairs College Aide would be assisting the External Affairs team in showcasing the collections of the Municipal Library and Archives and promoting the agency's WomensActivism.NYC (a crowdsourced digital archive of inspiring women's stories) and Neighborhood Stories (oral history project) projects through the creation of curated digital content that helps to educate and inspire.

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.

The candidate hired will work under the direction of External Affairs team to carry out ongoing projects successfully and be responsible for:

- The planning and execution of the agency's community outreach efforts, including making phone calls, sending emails, attending community engagement events virtually/in-person, etc.;
- Updating content on agency websites;
- Work on various creative projects for daily social media needs, including digital storytelling;
- Preparing well-structured drafts for social media, digital platforms and newsletter;
- Helping to coordinate events and promotional material for public programs;
- Monitoring and assisting in the coordination of live stream events;
- Coordinating and conducting interviews for Neighborhood Stories (oral history project) project;
- Providing administrative support and assist on special projects, as needed.

**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**

The ideal candidate will:

- Be capable of both collaborating effectively with others and working independently.
- Be highly proactive and have a demonstrated track record of taking the initiative to problem-solve and bring issues to resolution.
- Have excellent interpersonal skills and be able to interact with diverse stakeholders in a professional manner.
- Be highly organized, detail-oriented, and reliable.
- Be comfortable with virtual communication platforms (Zoom, Microsoft Teams, etc.).
- Have proficiency with Microsoft Suite.
- Proficiency with Adobe Creative Suite.
- Excellent written and oral communication skills.
- Strong research and computer skills;
- Ability to take direction and work in a fast-paced environment.
- Excellent time management skills.
- Proven ability to plan and coordinate event logistics.
- Fluency in languages other than English 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# 567788**

**External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)**

**Current NYC employees please go to [www.nyc.gov/ess](http://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.**