

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

Civil Service Title: COLLEGE AIDE (ALL CITY DEPTS)	Level: 01
Title Code No: 10209	Salary: \$9.50-\$13.90
Business Title: College Aide	Work Location: NYC - All Boroughs
Division/Work Unit: Citywide	Number of Positions: 20
Job ID: 224191	Hours/Shift: Maximum of 17 hours weekly
Job Description	
<p>The NYC Department of Buildings has great opportunities for matriculating college students. Our College Aides assist various work units Agency-wide and gain valuable experience and knowledge in all aspects of business and city government. Under general supervision the selected candidate will be responsible for, but not limited to the following:</p> <ul style="list-style-type: none"> - Answering telephones and responding to in-person inquiries. - Data entry and filing. - Typing correspondence. - Certain analytical functions. - Scheduling appointments. - Diverse clerical/administrative assistant duties. - Special Projects 	
Minimum Qualification Requirements	
<p>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.</p> <p>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.</p> <p>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.</p>	
<p>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.</p>	
Preferred Skills	
<p>- Excellent organizational and communication skills. - Experience using MS Windows including, Outlook, Word, Excel, Access and Power Point.</p>	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>For Non-City/External Candidates: Visit www.nyc.gov/jobs/search and search for the specific Job ID #224191.</p> <p>For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #224191.</p> <p>No phone calls, faxes or personal inquiries permitted. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>	
Posting Date: 11/30/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer