

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>College Aide</u>	Salary:	<u>\$15.50 - \$17.30 Hourly</u>
Title Code:	<u>10209</u>	Number of Positions:	<u>1</u>
Office Title:	<u>College Aide</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations and Administration/Office of Human Resources</u>		

Additional Information:

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 NYC Department for the Aging.

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.

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.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

The Office of Human Resources at the Department for the Aging (DFTA) has a great opportunity for an agile and creative College Aide who is looking for a challenge and an exciting opportunity to advance their knowledge, skills, and career in a great working environment. We are seeking to employ a College Aide to join our ambitious HR team that is performing transformative work at DFTA.

Duties and responsibilities of the College Aide include:

- Assist with the Office of Human Resources Personnel Files & Record keeping.
- Assist with the Office of Human Resources archiving projects for Personnel files to be archived by coordinating with the Office of General Services to archive files.
- Assist in providing photo ID cards to DFTA staff and non-DFTA staff with electronic photo ID access cards.
- Coordinate with the Office of Information Technology for registration for all new user accounts by assisting with Agency move matrix forms.
- Assist with updating the Agency's floor maps.
- Coordinate with the Office of Information Technology to ensure that employee information is updated on Agency intranet (GERAS) and e-mail signatures.
- Assist with ensuring all the Job Vacancy Notices are posted on the Agency intranet (GERAS) and Website.
- Assist the entire Office of Human Resources (OHR) Department with various tasks and projects.

Minimum Qualifications:

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

Preferred Skills:

- Excellent communications and interpersonal skills.
- Ability to multitask and prioritize daily workload.
- Creative thinker and proactive problem solver.
- Excellent computer skills including proficiency in MS suite.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID # 535837

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 535837

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 28, 2022**

Post Until: **Filled**

JVN No. **125-22-85CW**