

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING  
CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>College Aide</u>	Salary:	<u>\$19.90 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>Community Services / Nutrition</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 college aide will report to DFTA's Director of Nutrition and will assist the nutrition unit with projects and initiatives including but not limited to the following:

- Planning and conducting nutrition education at older adult centers.
- Assisting with recipe entry and other projects related to Simple Servings, DFTA's recipe database and menu building platform.
- Administering client satisfaction surveys.
- Shadowing DFTA's full time Nutrition Consultants in their work assessing and monitoring the meals served at older adult centers and home delivered meal programs.
- Other projects as assigned.

**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:**

- Enrolled in a master's degree from an accredited college with a major in nutrition, dietetics, clinical nutrition, nutrition science, nutrition education, public health nutrition, food service management, or related field.
- Be a Registered Dietitian (RD) or a Registered Dietitian Nutritionist (RDN).
- Experience conducting nutrition analysis.
- Experience conducting nutrition education.
- Experience with cultural meal planning.
- Excellent organizational and communication skills.
- The ability to work independently.
- 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 # 545997

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 545997

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

Posting Date: August 26, 2022	Post Until: Filled	JVN No. 125-23-17 CW
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