

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: College Aide	Level: 01
Title Code No: 10209	Salary: \$9.50/\$9.50-\$13.90
Business Title: College Aide	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Build It Back	Number of Positions: 3
Job ID: 256213	Hours/Shift: Varies

Job Description

As a College Aide, you can work full time during the summer and then up to 17 hours during the school year. Please note you must be a student enrolled in an accredited college or graduate school to be eligible.

The NYC Department of Design and Construction is seeking college aides to work in the Public Buildings' Build-It-Back program. The college aides will work closely with Project Managers to assist in gathering documents for homes affected by Hurricane Sandy. This may include working on change orders, filings with the NYC Department of Buildings, and HUD requirements.

***This is a grant funded temporary position not to exceed eighteen (18) months.**

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

Candidates should possess excellent organizational and verbal communications skills and proficiency with MS Word and Excel.

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

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID # 256213.

For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 256213.

Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

Posting Date: 09/23/2016

Post Until: Filled

The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer