

# NOW HIRING:

## *GIAC Program Assistant*



## The City of Ithaca is now accepting applications for the position of GIAC Program Assistant – Hospitality Employment Training Program.

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**Location:** City of Ithaca, NY

**Department:** Greater Ithaca Activities Center (GIAC)

**Classification:** Non-Competitive

**FLSA Status:** Non-Exempt

**Bargaining Unit:** CSEA Admin Unit

**Salary:** \$35,432 - \$44,291

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of GIAC Program Assistant – Hospitality Employment Training Program. This position serves the Greater Ithaca Activities Center (GIAC) and reports directly to the HETP Coordinator.

**Position Description:** The work involves responsibility for performing entry-level work and routine program duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of the GIAC Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

To view the complete job description, visit: [GIAC Program Assistant](#).

**Minimum Qualifications:** None.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits and Labor Contracts](#) page and [2020-2024 Admin Contract](#) collective bargaining agreement.

### **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

### Supplemental Information (continued):

- The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

### Application Materials Required:

- City of Ithaca application

Submit required application materials by October 2, 2024, to:

**Web site:** <https://ithaca-portal.mycivilservice.com/>

**Attn: City of Ithaca**

**Human Resources Department**

Applications must be received by the City of Ithaca Human Resources Department **no later than 4:30 PM EST** on the last filing date indicated above. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

**Ithaca is Gorges! We would love to have you on our team!**



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