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DEPT OF HEALTH/MENTAL HYGIENE  
Job Posting Notice

Job ID	339804	# of Positions	1
<b>Business Title</b>	College Aide - Bureau of Veterinary and Pest Control Services (Vector Surveillance)		
<b>Civil Service Title</b>	COLLEGE AIDE (ALL CITY DEPTS)		
<b>Title Code No</b>	10209	<b>Level</b>	01
<b>Title Classification</b>	Non-Competitive		
<b>Proposed Salary Range</b>	\$ 13.50 - \$ 17.90 (Hourly)		
<b>Work Location</b>	125 Worth Street, Nyc		
<b>Division/Work Unit</b>	Vector Surveillance		

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**Job Description**

College Aide IA (Freshman-Sophomore)

The Office of Vector Surveillance and Control (OVSC) is responsible for conducting field and laboratory activities to detect the presence of vector-borne disease (West Nile virus, Lyme Disease) pathogens and prevent transmission to humans and other hosts. This program performs research to determine the transmission cycle of vector-borne disease within the City; and devise future strategies for decreasing the impact of these diseases on City residents. OVSC also conducts educational outreach to improve public awareness of the need to prevent mosquito bites, report and/or eliminate potential mosquito and other vector breeding sites.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

- Assisting in standing water and larval mosquito surveillance.
- Responding to and assessing reported standing water sites in New York City.
- Distributing educational and/or spray event notification flyers.
- Data entry and compiling daily reports of work as required.
- Issuing work orders, printing notification letters directly from West Nile virus database to mail to reporters and mailing letters out in a timely manner.

**Minimum Qual 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.

**Additional Information**

**\*\*IMPORTANT NOTE TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.

- Proof of Education according to the education requirements of the civil service title.

- Current Resume

- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>