

Job Title	Assistant Project Manager
PVN ID	BK-1902-002945
Category	Administrative Services
Location	BROOKLYN COLLEGE
Department	Biology
Status	Part Time
Annual Salary	\$20,000.00 - \$24,000.00
Hour(s) a Week	19.00
Closing Date	Apr 08, 2019 (Or Until Filled)

General Description

A position for a part-time assistant project manager is open in the Biology Department at Brooklyn College. The assistant project manager will be responsible for managing aspects of an NSF-funded Research Coordination Network grant and specific duties will include the following:

- Organizing workshops and conferences,
- Maintaining a network database,
- Updating website information,
- Writing monthly network updates,
- Expense account management,
- DNA sequence data processing experience preferred

Qualified applicants must have a BA degree or higher and be experienced users of MS Word and Excel. Experience with website design and maintenance, and command line skills are a plus. A background in biology is a preferred qualification. Please include a **cover letter describing your qualifications, a current CV, and a list of three references.**

Other Duties

Qualifications

BS or BA degree

Experience with Microsoft Office