



Job Title	NSF H-AGEP (Hispanic Alliance for Graduate Education and Pro
PVN ID	CC-2005-003600
Category	Research
Location	The CITY COLLEGE of NEW YORK
Department	Mechanical Engineering
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	15.00-30.00
Closing Date	Jul 22, 2020 (Or Until Filled)

General Description

Job Description

The H-AGEP team at the City College of New York is seeking a focused and detail-oriented program assistant to aid our project by providing support to the different program activities including the program research component.

The program assistant is a part-time position. The successful candidate will work with the H-AGEP project director, Principal Investigators, and research lead, following directives in a supporting role. This might include handling details related to conducting research, analyzing data, keeping project management tracking systems updated, managing correspondence from program team members, and providing support to the fellows. A project assistant may also handle administrative functions, such as planning meetings, and performing outreach.

Other Duties

Some specific othe tasks include:

- Conduct interviews with students and summarize results.
- Perform literature reviews.
- Support research and summarize findings.
- Respond to emails relating to research or assigned tasks.
- Attend project meetings.

- Assist in preparing progress reports.
- Code and verify data in accordance with specified research protocols and coding procedures and enter data into a computer database and/or spreadsheet application for subsequent analysis.
- Assist in the development of interview schedules.
- Identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position.
- Aid in recruitment of H-AGEP fellows.
- Conduct and record face-to-face interviews with the Fellows, in accordance with predetermined interview protocol, data collection procedures and documentation standards.
- Review and edit data to ensure completeness and accuracy of information; follow up with the Fellows to resolve problems or clarify data collected.
- Support AGEF Fellows job placement activities by compiling resources of potential positions.

Qualifications

Project Assistant Requirements:

- Currently pursuing studies as a rising senior undergraduate or graduate student of a in social science or education fields (e.g. Sociology, Psychology, etc.).
- Excellent administration skills.
- Some knowledge of research methods/data analysis.
- Ability to multitask.
- Excellent time management skill.