



Job Title	Contract Administration Associate
PVN ID	HC-1610-001427
Category	Administrative Services
Location	HUNTER COLLEGE
Department	National Child Trauma Workforce Developm
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 06, 2016 (Or Until Filled)

General Description

BACKGROUND

The National Child Trauma Workforce Development Institute (NCTWDI) at the Silberman School of Social Work at Hunter College is dedicated to expanding the trauma-informed workforce by disseminating the National Child Traumatic Stress Network (NCTSN) Core Concepts Curriculum (CCC) in higher education systems that train clinical psychologists, child psychiatrists, social workers, licensed mental health counselors and marriage and family counselors. The Contract Administration Associate will be an integral part of the Institute team reporting to the Project Director and providing administrative support to the PI and Project Director with regard to project management and implementation including: 1) grant administration; 2) developing and maintaining consultant agreements; 3) cleaning, coding and entering data into databases; 4) invoicing and tracking of expenses; 5) general administrative support; and 6) supporting trainings and arranging travel.

Other Duties

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Support and assist with all aspects of the Child Trauma Program at Silberman School of Social Work

including preparing for student recruitment, interviewing, and start-up activities

- Assist with obtaining and entering data in grants database
- Produce reports including grant activity, evaluation, budget reports and other reports as needed
- Organize and maintain electronic and paper files of grant documents and resources
- Support PI and Project Director with administrative tasks related to generating grant documents, subcontracts, consultant agreements, local and national meetings/ trainings and arranging travel
- Assist with the production of materials and logistics for project activities
- Participate in designated meetings, taking notes and preparing minutes

Qualifications

SKILLS AND QUALIFICATIONS:

- Bachelor's degree required
- Past experience with grants, federal experience preferred
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Skilled user of Microsoft Office and experienced working with numbers and in databases
- Excellent task prioritization, time management and organizational skills including document management, attention to detail and multitasking
- Ability to work well independently and with a team
- Professional demeanor, integrity, good judgement, and dependability
- Experience working in an academic setting preferred

Interested applicants must apply online through the RF-CUNY (Research Foundation) website