
Job Title	Project Assistant
PVN ID	HC-2301-005382
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Learning & Development Project at Silber
Status	Full Time
Annual Salary	\$52,000.00 - \$53,060.00
Hour(s) a Week	35
Closing Date	Mar 29, 2023 (Or Until Filled)

General Description

The Learning & Development Projects at the Silberman School of Social Work/Hunter College is a leading academic center for research and professional development focused on improving services for vulnerable adults in ways that enhance health, safety, and quality of life. From our location in East Harlem, Learning & Development Projects at the Silberman School of Social Work staff promote innovative practices that strengthen organizations, systems, and workers who serve older adults throughout New York City and New York State. Learning & Development Projects at the Silberman School of Social Work provides professional development for human services professionals, lawyers, and elder advocates seeking to update their skills and expand their knowledge about gerontology and aging-related policy.

This is meaningful work that provides professional development for people who work on the frontlines with vulnerable people and older people providing them with critical assistance, resources and support to address the challenges their clients face. The resources and learning that we develop and present bolsters the participants' knowledge and understanding of their work by empowering them to be more confident, effective and healthy in their work with clients and in their workplaces.

Other Duties

A successful candidate will have a bachelor's degree (or significant relevant experience). A candidate must have outstanding written and oral communication skills and a strong work ethic. We are seeking someone who is diplomatic, highly organized, has a strong attention to detail and able to work flexibly and under pressure. This person should have extensive knowledge of and proficiency with Microsoft applications including: Outlook, Excel, Access and Word and the ability to use Adobe Creative Suite. Bilingual skills (English/Spanish) are a plus.

Qualifications

Primary Responsibilities Include:

- Coordination of logistical aspects of training events
 - Database management and analyzing data to create quantitative and qualitative training reports
 - Build and maintain consistent working relationships with key stakeholders
 - Flexible schedule: some travel necessary
 - Experience working or liaising with community-based organizations
 - Detailed oriented with excellent organizational skills
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- Previous experience with project coordination or project assisting
 - Strong work ethic and customer service skills, including the capacity to trouble-shoot unanticipated logistical issues
 - Ability to maintain composure when working under pressure in a fast-paced environment
 - Proficiency in the Microsoft applications, including Outlook, Excel, PowerPoint, Word, Adobe