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| Job Title | RaMP Project Assistant |
| PVN ID | HC-2311-005952 |
| Category | Administrative Services |
| Location | HUNTER COLLEGE |
| Department | Biological Sciences |
| Status | Full Time |
| Annual Salary | \$50,000.00 - \$50,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jan 19, 2024 (Or Until Filled) |

General Description

The NY-RaMP Project Assistant will report directly to the Program Director who is the Principle Investigator (PI) and Coordinator who is a Co-PI. We are seeking a highly organized and motivated candidate to provide administrative and organizational support to the PI and Co-PIs, program scholars and faculty mentors.

About the NY-RaMP program

The New York Research and Mentoring for Postbaccalaureates in Biological Sciences (NY-RaMP) program provides one-year biology research experiences for three cohorts of ten recent graduates under the umbrella theme of trans-disciplinary experimental, computational, and applied biosciences to investigate cellular signaling. Cross-departmental City University of New York (CUNY) Hunter College professors serve as the principal investigator (PI), the coordinator and co-PIs, and the mentors, in collaboration with co-mentoring teams from other New York state institutions. Together these trans-disciplinary scientists bridge the diversity of people and science that New York has to offer in scholarship and workforce development.

The program encourages emerging scholars to become biological thinkers and develop into scientists. The NY-RaMP connects the selected emerging scholars to the CUNY Brooklyn-based Cold Spring Harbor Laboratory (CSHL) DNA Learning Center for molecular biology and gene-based orientation boot-camp (in addition to follow-up field trips), to State University of New York's (SUNY's) leadership and campuses, to the Skirball Science Learning Center (at Hunter College), to the Cornell Center for Cultural Humility, to active NY Biology Industry field trips, and to visits to NY-area Colleges and Universities. This trans-disciplinary inquiry focused program is designed for engaged collaborative discovery-science for mentors and mentees to gain deep understandings of cellular signaling in a diverse comprehensive environment.

This program will enable the selected emerging scholars to be trained by research professors actively involved in collaborative cell signaling research. Importantly, NY-RaMP will work to provide the nation with a much-needed diverse trans-disciplinary biology trained workforce.

Other Duties

Duties and Responsibilities:

- Assist with recruitment of the most qualified students for the program.
- Assist with the RaMP scholar application and admissions process.
- Monitor the program email account; provide clear, timely, and accurate responses, and direct inquiries to the PIs, prospective applicants, scholars or other team members as needed
- Maintain complete and well-organized records for the program.
- Oversee the program budget, including tracking billing, payments of invoices and reconciling purchasing card purchases and receipts.
- Maintain financial and administrative records for the program.
- Assist with planning and coordination of program activities.
- Schedule and organize program-related meetings and events.
- Manage program marketing and communications (social media)
- Assist with the preparation of reports
- Update the program database on progress and accomplishments of current and former program scholars.
- Responsible for making the reservations and travel arrangements for the program scholars, PIs, faculty mentors and staff to attend professional conferences.
- Responsible for the submission, processing and monitoring of the Stipends paid to the scholars in the program.
- Work collaboratively with other research training programs faculty and staff at Hunter College.
- Other duties as assigned.

Qualifications

- BA/BS degree or 2+ years' experience as a program assistant or program coordinator, or related experience
- Demonstrated computer skills and proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Demonstrated proficiency with Zoom, online survey tools, and other web-based tools
- Strong written and oral communication skills
- Ability to work both independently and collaboratively with a broad range of individuals, groups and personality types in a professional and respectful manner. The position requires the individual to have considerable interaction with the scholars in the program, students, faculty mentors and staff.
- Experience with social media
- Some understanding of Biological Sciences and research is a plus, but not a requirement.

To apply, please submit a brief cover letter describing your interest and fit for this position, along with a resume and 3 professional references that can be emailed and called.