
Job Title	Project Assistant
PVN ID	HC-2504-006796
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	Silberman School for Social Work
Status	Full Time
Annual Salary	\$58,349.00 - \$58,350.00
Hour(s) a Week	35
Closing Date	Jun 03, 2025 (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.

Other Duties

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.

Primary Responsibilities include, but not limited to:

- Assist with the planning and coordination of SDCAM, STCP, and other trainings
- Assist with the preparation of quarterly reports
- Assist with preparing and shipping training materials
- Other duties as assigned

Qualifications

A successful candidate will have:

- Bachelor's degree (or significant relevant experience)
- Outstanding written and oral communication skills
- Diplomatic, highly organized, has a strong attention to detail
- 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
- Detailed oriented with excellent organizational skill
- 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