

Job Title	Title V Program Assistant
PVN ID	HO-1508-000692
Category	Clerical/Office Services
Location	HOSTOS C. C.
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$30,000.00 - \$32,000.00
Hour(s) a Week	35
Closing Date	Sep 29, 2015 (Or Until Filled)

General Description

Title V Hispanic Serving Institutions Grant: *Adelante*

The Developing Hispanic-Serving Institutions (DHSI) Program provides grants to assist HSIs to expand educational opportunities for, and improve the attainment of, Hispanic students. These grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability.

Other Duties

Program Assistant Job Description

The Program Assistant (PA) is responsible for all administrative functions related to Title V. Provides both support and coordination as well as independent work for ongoing and special assignments related to key program areas, which may include:

- Act as the team lead on special assignments, which may include the following activities: marketing and outreach, meeting planning, communicating with key departments and constituents, managing small projects as assigned.
- Participate in strategy development of program initiatives or special projects.
- Maintain and support relationships and communications with offices and departments that support the grants programmatic work.
- Coordinates logistics for the department's in-office meetings and events including scheduling, venue arrangements, set-up, equipment needs, refreshments, materials, invitation and RSVP process
- Assist in developing, creating, and facilitating key events.
- Handles processing of payments for all grants related activities.
- Maintains program website and program information materials.
- Maintains programs databases and ensures that information is up-to-date.

- Maintains grant-related electronic/hard-copy filing systems for the grant.
- Miscellaneous duties, as assigned.

Qualifications

Requirements:

- B.A. required and a least one year of experience in related field.
- Ability to communicate internally within the foundation team and externally to diverse audiences, with knowledge, diplomacy, tact, patience, flexibility, and courtesy.
- Demonstrated ability to be well organized, a self-starter and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects and meet deadlines.
- Technologically savvy, with fluency in computer applications, including word processing, email, internet searches, database and presentation software (such as MS Word, Excel, PowerPoint, Publisher and Outlook).
- Experience with Research Foundation E-Systems a plus.