
Job Title	Program Assistant
PVN ID	HO-1706-001877
Category	Clerical/Office Services
Location	HOSTOS C. C.
Department	Cont. Ed-Allied Health Pipeline Program
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Sep 29, 2017 (Or Until Filled)

General Description

The US Department of Health and Human Services (HHS) awarded a Health Profession Opportunity Grant (HPOG) to the Division of Continuing Education and Workforce Development at Hostos Community College to enroll and train 1,071 low-income individuals and Temporary Assistance for Needy Families (TANF) recipients through September 2020.

The HPOG Allied Health Career Pipeline Program is seeking a Program Assistant to assist the Director with all administrative aspects of the program, program expenses and office management. The Program Assistant assists the team, including faculty/instructors to schedule trainings and ensure program goals are met.

Other Duties

- Provide administrative support while ensuring compliance with grant guidelines
- Keep financial records budgets related to office administration, including processing purchase orders, bill payments, purchasing supplies and equipment, responding to invoice and reimbursement inquiries;
- Prepares detailed reports for the Director
- Uses discretion to evaluate and resolve administrative matters
- Manage accurate distribution of MetroCards, textbooks and other program materials
- Manage petty cash and Pcard transactions
- Assist with submission of faculty/staff timesheets and hiring applications
- Create and maintain all training packages, training documentation, including attendance rosters, printing of completion certificates
- Develop and schedule trainings, verify room availability, and exam preparation
- Manage HRA student files
- Schedules and prepares for staff and board meetings and organizes events
- Maintain relationships with various departments, vendors and partners
- Maintain inventory of office and classroom supplies

- Responds to verbal and written inquiries
- Provide updates for website and social media
- Coordinates all travel schedules and arrangements
- Coordinates large mailings from electronic and other lists
- Maintains accurate up-to-date calendars; alerts to upcoming important meetings
- Assist in the preparation of reports and presentations; assembles data on spreadsheets
- Attends meetings, takes minutes, prepares summaries as directed
- Drafts, edits, proofs, and oversees production of program materials
- Organizes and maintains filing systems, electronic and paper; oversees document retention and imaging
- Deliver and pick up materials on and off campus
- Other duties as assigned

Qualifications

Core Competencies:

- Exceptional customer service
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced environment with deadlines and changing priorities
- Strong communication, time management and organizational skills
- Cultural competency and sensitivity
- Produce clear and accurate documents

Qualifications:

- Associate's Degree and two years of managerial, coordinator and or educational institution experience, preferred
- Experience working with diverse populations in low-income neighborhoods
- Proficient in Microsoft Word and Excel is required
- Experience with social media
- Bilingual (Spanish/English) preferred

Please submit a one to two page writing sample. Any application submitted without a writing sample will not be considered.