

Job Title	Sponsored Programs Administrative Assistant
PVN ID	JJ-1810-002768
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Office for the Advancement of Research
Status	Full Time
Annual Salary	\$43,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Jan 03, 2019 (Or Until Filled)

General Description

John Jay College of Criminal Justice is seeking an experienced and detail-oriented individual for the full-time position of Sponsored Programs Administrative Assistant in the Office for the Advancement of Research (OAR). Applications received on or before October 30, 2018 will be given priority.

The Office for the Advancement of Research oversees all research operations at John Jay College of Criminal Justice, a senior liberal arts college within the City University of New York. The College has developed strong and multifaceted expertise in sponsored research in many areas related to its core mission, including: crime control, eyewitness testimony, forensic science, police training, prisoner reentry, the psychology of violent behavior, public health and justice, science education, and many other fields. In addition, as a liberal arts college, we have faculty involved in diverse areas of scholarship including the creative arts, humanities, and other spheres. Research operations have grown significantly in recent years and involve faculty, staff, graduate and undergraduate students. The goal of the Office for the Advancement of Research, and by association the Office of Sponsored Programs, is to support and stimulate faculty and staff to explore research projects, develop collaborations, and pursue external funding and research. The Office supports the professionalization of research operations and events throughout the College. The Sponsored Programs Administrative Assistant must be a self-starter, flexible and extremely organized. The individual must be able to multi-task, support various office and college staff and manage competing demands. This individual will coordinate a broad range of administrative services primarily to the Office of Sponsored Programs, and subsequently distribute his/her time supporting various projects and Project Directors as needed.

Other Duties

- Support office staff as needed in post-award administration of grants (including HR and OTPS processing);
- Interact with and provide customer service to faculty and staff via various communication vehicles (e.g. in person, Email, Listserv, etc.);
- Assist faculty and staff in the post-award administration of their projects (e.g. demonstrating E-Systems, providing support in completing post-award paperwork and functions, etc.);
- Review active sponsored projects and advise faculty and staff on spending projections;
- Prepare the Office's monthly newsletter and make routine updates to the website;
- Administrative tasks such as maintaining paper and electronic files, filing, photocopying.

Qualifications

- Proficient in MS Office (particularly Word and Excel; Access and Publisher desired) and other major software programs and web-based systems for supporting office operations, as well as basic web design and social media;
- Previous grant administration experience and familiarity with the Research Foundation of CUNY is a plus;
- Ability to work well with others as well as independently, and take direction from multiple supervisors;
- Ability to interact professionally with various clientele (e.g. faculty, staff, students, etc.);
- Ability to handle multiple tasks and meet deadlines, as well as ability to be flexible in taking on assignments as needed;
- Ability to follow-up as needed and take responsibility for completing assignments and satisfying customer/client needs;
- Excellent writing skills required;
- Successful completion of at least one (1) year of college (or 30 college credits in a matriculated course of study) and one (1) year of work experience in a related field; OR two (2) years of work experience in a related field;
- Demonstration of the specific competencies required at the time of hire.