



Job Title	Project Associate
PVN ID	JJ-2408-006387
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Center for Cybercrime Studies
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 07, 2024 (Or Until Filled)

General Description

The Project Associate reports directly to the Project Director and the Co-Principal Investigator. The position carries out the day-to-day operations for the project with various internal and external stakeholders.

This position is 100% in-person. Work will be done on campus at John Jay College.

Other Duties

- Schedule, facilitate, and manage online and in person trainings.
- Compile information and draft relevant reports as required by funding and regulatory agencies.
- Populate all reporting platforms with up-to-date information.
- Coordinate and facilitate the creation and development of synchronous and asynchronous courses.
- Communicate with internal and external stakeholders and partners.
- Receive, place, process, and track purchase and reimbursement requests.
- Create content for the John Jay College Center for Cybercrime Studies website.
- Process invoices and individual reimbursements for payment.
- Investigate and resolve outstanding items in a timely manner.
- Issue quarterly financial and status reports on all grant-related activity for the Center.
- Maintain electronic documents, files, and records to provide current and/or historical reference to assist with project management.
- Coordinate logistics for meetings, events, and conferences.
- Manage the Center's project management system.
- Manage inventory for supplies, equipment, and promotional items.
- Attend staff meetings and trainings as required.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Master's degree in public administration, business administration, organization management, non-profit management, or a related discipline.

OR

- Bachelor's degree in a related field with relevant experience.
- Experience coordinating multiple projects and events.
- Ability to work effectively with faculty, staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Strong work ethic, high degree of professionalism, and personal integrity with an understanding of the need to maintain confidentiality, safeguard information, and handle documents with sensitivity.
- Demonstrated ability to multi-task and handle the variable workflow of a busy office environment.
- Positive attitude, flexible and creative approach to problem-solving.
- Knowledge of standard software applications, including but not limited to Word, Excel, Publisher, and PowerPoint
- Strong written and oral communication skills.

Preferred Qualifications

- Experience with project management.
- Experience in providing training to criminal justice professionals.

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smartphone, photocopiers, and other technologies.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.