Job Title	Program Assistant
PVN ID	LU-2212-005266
Category	Administrative Services
Location	CUNY SCHOOL OF LABOR AND URBAN STUDIES
Department	Office of Planning, Effectiveness, Resea
Status	Part Time
Hourly Rate	$50.00-$50.00
Hour(s) a Week	10.00-19.00
Closing Date	Mar 20, 2023 (Or Until Filled)

General Description

Funded by a CSTEP grant from NYS Education Department, Project LAW at CUNY School of Labor and Urban Studies provides participants with a fully online twelve-week program to introduce them to the field of labor law and prepare them for law school applications and success in their first-year of law school. Project LAW is seeking a Program Assistant to provide administrative support with the goal of improving the quality and scheduling of program operations.

Note: This position is remote and budgeted through June 30, 2023 at $50/hr and approximately 15 hours per week. Renewal for July 1, 2023 to June 30, 2024 is anticipated, but not guaranteed.

The Program Assistant will:

- Respond to inquiries re: program requirements, application status, scheduling, etc.
- Create program documents such as semester calendar, information session PowerPoints, event flyers, etc.
- Work closely with program faculty to ensure semester deadlines are met
- Lead information sessions for prospective students and engage in related recruitment activities
- Organize program events such as advisory council meetings, orientation, guest speaker sessions, and the Project LAW "Day of Service"
- Provide program leaders with regular updates on program activities
- Work with external organizations to develop internship placement opportunities for students
- Distribute program surveys
- Maintain student and program records
- Evaluate student applications and assist with program enrollment
- Assist with document collection for payment of student stipends

Other Duties

- Occasional evening hours required (typically orientation and guest speaker events)
- Other related duties as needed

Qualifications

Required

- A Bachelor's Degree from an accredited college and three (3) years of related experience
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, email, and document retention

Preferred

- Experience with program coordination in Higher Education settings
- Experience with CUNY First student records
- Experience with using database software (such as Microsoft Access) for record keeping