

Job Title	Attendance Monitor / Program Assistant
PVN ID	ME-1608-001318
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	COPE Program
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 11, 2016 (Or Until Filled)

General Description

- **Support the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment;**
- **Monitor and report attendance in classes, HRA Work Study, Federal Work Study, and internships utilizing the required data systems (Smart Evals, Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), and Research Foundation payroll)**
- **Work directly with faculty and on-campus work study placement sites to address attendance issues**
- **Complete and/or collect HRA, college, and Research Foundation paperwork;**
- **Provide superb customer service to students, staff, and other college departments;**
- **Assist in student recruitment;**
- **Complete data entry quickly and accurately;**

- **Maintain statistical data on program activities and report to funder and Central Office;**
- **Closely collaborate with other college departments including financial aid, the bursar, the registrar, counseling center, etc. to refer students, obtain student information, and receive referrals;**
- **Support student-centered events by reserving space, communicating with students, managing vendors, maintaining RSVP lists, setting up and taking down event, and creating a welcoming, supportive environment for students;**
- **Provide overall administrative support to program;**
- **Maintain student files; and**
- **Perform related duties as assigned.**

Other Duties

Qualifications

- **Bachelor's degree and at least one year relevant experience required, preferably in an educational or social service program serving marginalized communities;**
- **Detail-oriented with strong organizational skills;**
- **Strong communication skills (written, oral and interpersonal) required;**
- **Demonstrated ability to provide excellent customer service at all times;**
- **Ability to work with multiple stakeholders in a**

fast-paced office;

- . Proficiency using standard office computer programs, systems and databases;**
- . Proactive and flexible, with ability to manage a varied workload, deadlines and conflicting priorities; and**
- . Ability to work some evenings and weekends.**