Job Title	Administrative Assistant
PVN ID	NY-1709-002066
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Biological Sciences
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Sep 28, 2017 (Or Until Filled)

General Description

Funded by a Big Data to Knowledge (BD2K) grant from the National Institutes of Health for 4 years, the Administrative Assistant will be an employee of the Research Foundation at CUNY, at the New York City College of Technology (CityTech), and will be supervised by the Principal Investigator, to facilitate the operation of the City Tech-WCM Big Data Training Program in Biomedical Informatics (BD2BMI).

BD2BMI is a joint effort between City Tech and Weill Cornell Medicine (WCM) of Cornell University. Its goal is to provide educational and research training opportunities for underrepresented students in biomedical data science and cultivate new interdisciplinary research collaborations between faculty at City Tech and WCM. The BD2BMI project will: (1) recruit and train eight undergraduate BIB students per year, for three years, from underrepresented racial/ethnic and gender groups through internship research projects, advise them in developing their?individualized career plan, and monitor their timely progress until graduation, (2) complement didactic work and undergraduate research experiences with an annual student symposium?on Biomedical Big Data hosted at City Tech CUNY, (3) organize a series of CUNY-wide co-curricular activities (monthly journal club events, hands-on ?sessions, summer bootcamp) that will further engage students and faculty in biomedical big data science, (4) seek input from trainees regarding the program, and track key metrics after training using surveys, feedback instruments and interviews. ?

The Administrative Assistant will be responsible for (a) coordinating the activities of the project, (b) communicating with the participants, (c) interfacing with appropriate personnel regarding website content and advertisment of the program, (d) organizing and maintaining records of project documents and resources.

Other Duties

- Manage students participation (attendance, payroll) to the program
- Coordinate events
- Prepare and distribute meeting materials

- Develop reports

Qualifications

- Bachelor's degree.
- Strong interest in providing high quality administrative support to a professional team.
- Very organized person with attention to detail.
- Strong skills on documentation, file management, and scheduling.
- Excellent time management skills, proper task prioritization.
- Excellent interpersonal skills.
- Excellent use of MS Office (Word, Excel, PowerPoint, Access).
- Professional demeanor, integrity, tact, and good judgment.