Job Title	Program Assistant
PVN ID	PS-1705-001793
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	$35,000.00 - $45,000.00
Hour(s) a Week	35
Closing Date	Dec 29, 2017 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS is recruiting for the role of Program Assistant to support the NYC Administration for Children's Services (ACS) professional development institute, ACS Workforce Institute (ACS WI), in partnership with CUNY-SPS, for child welfare and juvenile justice professionals. This role will support procurement, learning operations and the project management teams.

The new hire will join a team of CUNY colleagues and will work on site at ACS offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm, with some occasional evening hours required).

Other Duties

Duties and Responsibilities:

Reporting to the Deputy Director of Instructional Design the Program Assistant will:

- Manage room scheduling for meetings/events
- Record meeting minutes as needed

- Schedule and send reminders for payroll, timesheets, evaluations and monthly reports
- Assist with inventory of sorting room
- Assist with compiling stakeholder feedback for learning programs in development.
- Maintenance of learning programs shared folders and Basecamps (project management project tool)
- Manage logistics for printing and delivery of learning program materials to training sites
- Provide onsite program support as needed
- Provide administrative support to program director as needed.
- Other administrative duties as assigned

Qualifications

Qualifications:

- Associate's degree required, Bachelors preferred.
- At least two (2) years of full-time experience working in a professional environment.
- Significant experience in a customer service oriented culture.
- Knowledge of project management software preferred.
- Organizational skills, attention to detail, and ability to follow established processes.
- Excellent written and oral communication skills.
- Ability to work independently and collaboratively with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Advanced knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, Project, etc.) and high level of comfort working with technology such as an LMS.

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