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<b>Job Title</b>	Sr. Project Assistant, QUALITYstarsNY
<b>PVN ID</b>	VA-1706-001893
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY-PDI
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 15, 2017 (Or Until Filled)

## General Description

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QUALITYstarsNY is a voluntary quality rating and improvement system that is designed to increase quality in early childhood centers, schools, and family homes throughout New York State. The implementation of QUALITYstarsNY is coordinated by the New York Early Childhood Professional Development Institute at the City University of New York. The Institute is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The ideal candidate will be a productive member of our team and will possess a genuine interest in furthering the work of the organization.

**Position Description:** QUALITYstarsNY is looking to hire 1 full-time Senior Project Assistant to work at the Institute's central office location in Brooklyn, NY.

Reporting to QUALITYstarsNY's Project Director and Assistant Director, the Project Assistant will be responsible for performing the following administrative, budgetary and communications-related tasks:

## Other Duties

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- Manage purchasing, expense tracking, and reimbursements across multiple funding streams
- Route, track, respond to or delegate incoming service requests to the web and phone hotline
- Assist in coordinating outreach, advocacy and other outgoing communications, including contributing to reports for internal and external stakeholders
- Assist in developing and maintaining content for the QUALITYstarsNY website and other social media platforms
- Assist in coordinating logistics for meetings, events and conferences
- Manage QUALITYstarsNY inventory for office supplies, equipment and promotional items

- Collaborate with other central office staff to coordinate and streamline office processes.
- Oversee document translation from English to other languages.
- Complete additional assignments at the discretion of the Institute's Executive, Deputy or Project Directors.

## Qualifications

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- Bachelor's degree
- Minimum 2 years' administrative experience in an office setting
- Excellent organization and oral/written communication skills
- Critical thinking and analytical skills
- Ability to work independently with minimal supervision
- Flexibility and ability to multi-task
- Strong in Microsoft Office (Excel, Word, and PowerPoint) and fluency in use of technology tools and platforms
- Candidates with previous experience at CUNY/Research Foundation or experience in higher education settings preferred
- Bilingual (English/Spanish) preferred

**Salary:** Low-mid 40s, depending on experience. Excellent benefits

Please submit your cover letter and resume with your application. ***In your cover letter, please include how you learned of this job opportunity.***

**Start Date: ASAP**

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