



Job Title	YALP Program Assistant
PVN ID	VA-1709-002083
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Creative Arts Team
Status	Part Time
Hourly Rate	\$14.00-\$18.00
Hour(s) a Week	12.00-18.00
Closing Date	Nov 19, 2017 (Or Until Filled)

General Description

Seeking a Program Assistant for the Young Adult Literacy Technical Assistance Program, funded by DYCD.

Duties include:

- *Data entry - Microsoft Access, Microsoft Excel*
- *Maintain organized filing system for 16 sites.*
- *Communication with YALP Sites, CUNY Staff Professional Developers, and Consultants as needed.*
- *Create and maintain documents and systems of organization*
- *Attend meetings, cross-site events, site visits, as needed.*
- *Event planning for cross-site gatherings, monthly meetings, etc.: catering, ordering materials, room arrangement, AV equipment set-up as needed.*

Other Duties

Qualifications

- *Microsoft Word, Excel, Access, and other office software.*
- *Strong organizational skills and attention to details.*
- *Self-Starter; Highly Motivated*
- *Ability to work in a fast-paced creative environment*
- *Solution Oriented; innovative thinker*

