
Job Title	Research Program Assistant
PVN ID	VR-1902-002953
Category	Clerical/Office Services
Location	OFFICE OF VC FOR RESEARCH
Department	CUNY Office of Research
Status	Part Time
Annual Salary	\$20,000.00 - \$24,000.00
Hour(s) a Week	19.00
Closing Date	Apr 15, 2019 (Or Until Filled)

General Description

Part Time Research Program Assistant

The CUNY Office of Research is hiring a part-time program assistant to help manage two programs: The Junior Faculty Research Award in Science and Engineering (JFRASE) and the CUNY Summer Undergraduate Research Program (CSURP). Both programs are funded by a grant from the Sloan Foundation.

The JFRASE program accepts applications from CUNY faculty who are competing for a one-year research award. *The program assistant will manage all aspects of the JFRASE program including preparing requests for applications, compiling application materials, and organizing the review process.* The program assistant will also participate in the development and implementation of the program assessment.

The CSURP program accepts 20 undergraduate students per year into a summer research program held at the Advanced Science Research Center at the Graduate Center (ASRC). *The program assistant will be responsible for managing the program, interacting with students during the 10-week summer program, attending program activities, and conducting program assessment.*

The program assistant will also be responsible for updating information on the Office of Research website for the two programs.

The position is part-time (19 hours per week) and pays up to \$24,000 per year. Anticipated start date is May 1, 2019.

The position is based at CUNY central offices located at 205 East 42nd St for most of the year and at the ASRC (upper Manhattan) over the summer.

Other Duties

JFRASE Program:

- research on faculty accomplishments and maintaining/updating an database for applicants to the program
- identifying suitable reviewers for program applications
- oranizing an event that celebrates JFASE winners and promotes the program
- maintaining and updating a website dedicated to the program with information on faculty accomplishments and societal impact

CSURP:

- managing the review process for applications
- developing a sense of community with the student cohort over the summer
- maintaing and updating a website dedicated to the program describing research projects and posting bios of students with photos
- organizing a poster session at the end of the program

Qualifications

The ideal candidate will have a Bachelor's degree and be familiar with Microsoft Office.

He/She will have experience in performing qualitative assessments and have excellent oral and written communication skills. Strong demonstrated organizational skills are required.

Applicants must include a cover letter that describes any previous experience in program administration and/or program assessment.