
Job Title	Program Associate
PVN ID	BA-1906-003148
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	Marxe School of Public and International
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 25, 2019 (Or Until Filled)

General Description

Reporting to the Senior Director of Finance and Administration, at the Austin W. Marxe School of Public and International Affairs, the Program Associate for the office of Non-Degree Domestic Executive Program (OEP) and the office of Finance and Administration (OFA) assists with the wide variety of administrative and academic functions, work closely with any third-party organization who may be involved with the Marxe School, coordinating activities and operations between the two teams.

The Program Associate will be responsible for continually assessing the needs and interests of programs by staying current with program trends, student feedback and the latest technology supporting the fields of study (as applicable).

Other Duties

The main responsibilities include the following:

- Work closely with the Senior Director to ensure that all project activities are carried out and completed in accordance with OEP and OFA objectives;
- Monitor and prepare timely, OEP and OFA required reports on monthly activities, expenses and services provided;
 - Performs monthly reconciliation on assigned accounts
 - Analysis of the general ledger and records of monthly journal entries
 - Support accounts payable activities to ensure accuracy and timeliness of invoice creation and entry
 - Keep track of and verify accounts receivable and account payable
 - Resolve outstanding payments through communication with departments, vendors, and clients
 - Monitor and document travel and client meeting expenses
- Identify and make recommendations to the Senior Director on potential programs topics ongoing projects;
- Responsible for creating program related outreach and promotional materials;

- Provide logistical and administrative support for OEP programs and research projects;
 - Research and assist with development of new web based online learning for retail non-degree programs;
 - Assist with web updates for executive programs via Contribute;
 - Maintain budget for all non-degree programs;
 - Oversee the daily operations of the executive program portfolio of courses and programs ensuring proper application of and adherence to college policies as they relate to professional education students;
 - Serve as primary liaison with third-party organization to manage and coordinate activities and operations;
 - Develop processes and procedures to better serve the organizations and/or respective student populations;
 - Take the lead in managing OEP events, review and update orientation and evaluation of programs;
-
- Ability to effectively communicate with organizations, students and instructors in a professional setting;
 - Capable of managing third-party, virtual relationships and a large portfolio of programs; and
 - Perform additional duties and assist with special projects as assigned

Qualifications

Masters Degree Preferred