

Job Title	Administrative Assistant
PVN ID	BA-2410-006485
Category	Clerical/Office Services
Location	BARUCH COLLEGE
Department	
Status	Full Time
Annual Salary	\$48,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 20, 2024 (Or Until Filled)

General Description

Baruch College is a place of opportunity and exploration where students, faculty, and staff transform their futures, their professions, and their communities. In the heart of New York City, our diverse and inclusive community is driven by learning, innovative knowledge creation, and intellectual discovery for local and global impact. Baruch consistently ranks among the nation's top-rated and most diverse institutions of higher education, with alumni in business, public service, science, and the humanities earning accolades around the world. It is an exemplar of upward mobility where students, faculty, and staff from all corners of the globe transform their futures, their professions, and their communities.

Baruch College has been awarded a Title V Developing Hispanic Serving Institutions grant from the U.S. Department of Education to improve student success through improved enrollment strategies, new student experiences, gateway courses, tutoring services, and data-informed decision making. The Project Administrative Assistant will play a critical role in all grant activities with a special focus on providing administrative and scheduling support for tutoring initiatives. The role provides day-to-day oversight of administrative matters for the grant programming; engages in liaison with various college offices as directed; and includes budget monitoring responsibilities and maintenance of detailed financial records.

Other Duties

- Assist the Project Director with the daily administration of the Title V grant
- Ensure compliance with all grant regulations and institutional policies
- Organize and maintain accurate and up-to-date grant records
- Monitor and track grant budgets, ensuring expenditures align with grant guidelines
- Collect data related to student participation, tutoring effectiveness, and program outcomes
- Collaborate with the academic departments and Student Academic Counseling Center to pair students with support tutors for online and in-person tutoring sessions based on mutual availability and specific needs

- Schedule and coordinate meetings and events related to the grant and prepare presentation materials
- Prepare correspondence and respond to inquiries via phone, email, and in-person, providing accurate and timely information
- Other duties as assigned

Qualifications

- Minimum of an Associate's degree with three years of administrative experience
- Excellent word processing, spreadsheet, and communication skills
- Experience in administrative support, preferably in an educational setting
- Familiarity with budgeting, financial record-keeping, and grant management
- Excellent organizational skills with the ability to manage multiple tasks and deadlines
- Proficiency in data collection and reporting
- Experience working with diverse populations