



<b>Job Title</b>	Part-time Liberty Partnerships Program Administrative Assist
<b>PVN ID</b>	HC-2109-004219
<b>Category</b>	Clerical/Office Services
<b>Location</b>	HUNTER COLLEGE

#### Department

<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$24.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Mar 31, 2022 (Or Until Filled)

## General Description

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The Liberty Partnerships Program is a New York State Grant Funded initiative and is comprised of approximately 47 programs across the State that link colleges/universities with middle/high schools in order to provide comprehensive stay in school programming to at-risk youth. The Hunter College Liberty Partnerships Program seeks a full-time Social Worker to join the program to provide stay in school programming to high school students.

Seeking an administrative assistant and budget aide who will help director with daily tasks of maintaining the budget, arranging for special events and activities, preparing regular reports to the State, ensuring fiscal compliance of grant, and the organization, upkeep, and maintenance of CBO paperwork as well as other light administrative tasks such as purchase orders from MWBE vendors.

Looking for a mature individual who is able to work independently and shows initiative and is familiar with RF CUNY budgetary and personnel processes. Additional familiarity with working with grant funded non-profit projects underwritten by State Ed is a plus.

## Other Duties

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Self-starter requiring little direction and ability to show initiative is a must. Should not require frequent prompting to complete tasks

Demonstrate fastidious and meticulous attention to detail and good time management with maturity and ability to work independently

Highly organized with excellent math skills and ability to manage sensitive and confidential budget documents and personnel files

Familiar with RF CUNY HR processes such as creating PVNs, epays, timesheet management and upkeep

Ability to process reimbursements and familiarity with grant funding

Familiarity with MWBE requirements and State fiscal compliance reporting

Scheduling and coordination of special events

Ability to collaborate with multiple stakeholders and RF Finance Office as well as personnel embedded within CBO

Ability to lift up to 30 pounds

Only those familiar with RF CUNY budget and personnel record keeping will be considered.

## Qualifications

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- School-based collaborative experience and ability to work in host setting
- Experience working with at-risk youth preferred
- Experience working with NYSED grant funded projects
- Must be a self-starter, organized, reliable, mature, team player