
| | |
|-----------------------|--------------------------------|
| Job Title | Administrative Assistant |
| PVN ID | HC-2501-006673 |
| Category | Clerical/Office Services |
| Location | HUNTER COLLEGE |
| Department | Social Work |
| Status | Full Time |
| Annual Salary | \$51,809.00 - \$59,581.00 |
| Hour(s) a Week | 35 |
| Closing Date | Mar 22, 2025 (Or Until Filled) |

General Description

The Homeless Services Training Resource System (HSTRS 01), funded by the New York State Office of Temporary and Disability Assistance (OTDA) and housed at the Silberman School of Social Work at Hunter College, provides year-round in-person and remote training courses on a variety of topics for staff of shelters and other homelessness service providers. Under the guidance of the HSTRS project based in Silberman School of Social Work, training courses are provided throughout New York State.

Other Duties

Reporting to the Project Coordinator/Senior Trainer, the Administrative Assistant will be responsible for managing the administrative functions for the project including:

- Scheduling logistics and securing space reservations at all training locations
- Prepare all copies of training, and ensure all materials are delivered to training class locations
- Managing all on-site logistics at each training class, including trainee sign-in
- Developing and updating contacts lists for shelters and other related services
- Developing, sending and posting training announcements
- Implementing and managing data input into the OTDA HSLC training registration system
- Registering trainees, tracking and following up on absentee trainees
- Monitoring timely and accurate payments to trainers and all vendors
- Assisting with in the preparation of reports on grant performance and submission
- Creating certificates of completion
- Responding to inquiries
- Work as part of staff team to ensure effective service delivery
- Other duties as assigned

Qualifications

- Excellent knowledge of data management systems and spreadsheet software
- Excellent organizational skills and detail oriented
- Customer service skills and team player
- Bachelor degree required
- Knowledge of Research Foundation of CUNY policies, procedures and systems preferred