
Job Title	Program Assistant
PVN ID	HO-1801-002327
Category	Clerical/Office Services
Location	HOSTOS C. C.
Department	CEWD's Allied Health Career Pipeline Pro
Status	Full Time
Annual Salary	\$38,000.00 - \$44,000.00
Hour(s) a Week	35
Closing Date	Mar 30, 2018 (Or Until Filled)

General Description

The Allied Health Career Pipeline Program is seeking a Program Assistant to assist the Director with all administrative aspects of the program, program expenses and general office management.

This program is funded by The US Department of Health and Human Services (HHS) a Health Profession Opportunity Grant (HPOG) to enroll and train low-income individuals and Temporary Assistance for Needy Families (TANF) recipients through September 2020.

Other Duties

- Provide administrative support while ensuring compliance with grant guidelines
- Create and maintain confidential financial records related to office administration, including processing purchase orders, invoices, purchasing supplies and equipment
- Ensure accurate distribution of MetroCards, textbooks and other program materials
- Submit petty cash and Pcard transactions
- Uses discretion to evaluate and resolve administrative matters
- Assist with the submission of timesheets and hiring applications
- Prepare instructors for trainings/exams, which includes but is not limited to: class schedules, handouts, attendance rosters, and ensure equipment is set up for class
- Coordinate classroom availability
- Maintain HRA student files
- Maintain inventory of office and classroom supplies
- Schedule and prepare for staff and board meetings and assist with events
- Create relationships with various departments, vendors and partners
- Enter data in databases and spreadsheets
- Respond promptly to verbal and written inquiries
- Coordinate travel arrangements

- Assist in the preparation of reports and presentations
- Organize meetings, and takes minutes
- Maintains filing systems, electronic and paper
- Deliver and pick up materials on-and off-campus
- Perform other duties as assigned

Qualifications

Core Competencies:

- Exceptional customer service
- Good judgment and problem solving ability
- Strong attention to detail
- Able to multitask in a fast paced environment with deadlines and changing priorities
- Strong communication, time management and organizational skills
- Cultural competency and sensitivity
- Produce accurate documents
- Self-starter

Qualifications:

- Associate's Degree and at least two years of related experience
- Experience working in an educational institution and/ or with diverse populations in low-income neighborhoods
- Proficient in Microsoft Word and Excel is required
- Bilingual (Spanish/English) preferred

Resumes must be accompanied by a cover letter.