

Job Title	Grant Administrative Assistant
PVN ID	JJ-2405-006284
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Program for Research Initiatives in Scie
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 04, 2024 (Or Until Filled)

General Description

John Jay College of Criminal Justice is a senior college of the City University of New York (CUNY) and an internationally recognized leader in educating for justice. Led by President Karol V. Mason, John Jay is a federally designated Hispanic-serving institution, it is ranked third in the nation in Black student success, and it is a top ten institution for promoting student social mobility. John Jay is proud to serve a diverse and dynamic student body of 15,000 students, of which nearly half are first in their family to attend college; a large portion are immigrants, from low-income families, or from other historically underrepresented groups in higher education.

The Program for Research Initiatives in Science and Math (PRISM) at John Jay College of Criminal Justice provides academic and pre-professional support to undergraduate STEM students of all levels to promote their pursuit of professional careers in the sciences. Founded in 2006, PRISM has been recognized for having a national impact on promoting the entry of underrepresented students into the sciences. PRISM, is located at John Jay College near Columbus Circle in the heart of Manhattan, NYC.

POSITION OVERVIEW

PRISM is seeking a full-time Grant Administrative Assistant to provide support to the management of its thriving undergraduate pre-professional programs in science, computer science, and math. Primary responsibilities include, but not limited to assisting with the scheduling, implementation, and administrative needs of PRISM's programming, such as submitting expenses for payment and reconciliation, making travel arrangements for conferences and external speakers, helping to organize student events by reserving venues and/or transportation, and scheduling stakeholder meetings and taking detailed minutes. Reporting to the Senior Grant Program Manager, the Grant Administrative Assistant will apply some independent judgment in providing logistical support to ensure efficient operation of PRISM's programs.

Other Duties

Specific tasks include:

- Provide technical support to meet sponsor mandates and ensure timely execution of activities, including tracking and contribution to annual reports;
- Use established protocols and reporting systems for maintaining accurate, well-organized inventories of all grant-related activities, purchases, and programs;
- Assist in planning and executing events, ceremonies, workshops, etc.;
- Coordinate and organize materials for key functions and meetings, including preparing clear, concise notes and communication to stakeholders;
- Collaborate as needed with support staff from various college offices in resolving issues involving technical and logistical issues or student needs;
- Assist in purchasing of equipment and supplies through federal and state grants, including interfacing with vendors for quotes, connecting with faculty mentors to obtain documentation, and following up with PRISM programmatic staff as needed;
- Support the hiring process of grant-funded staff and contractors;
- Contribute to team efforts in accomplishing grant objectives, as needed.
- Other duties as assigned.

Qualifications

CORE COMPETENCIES

- Excellent organizational, time-management, and follow-up skills;
- Proven ability to set priorities, manage multiple priorities simultaneously, and meet deadlines;
- Strong communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals in person, via email, and over the phone, applying tact and discretion as situations demand;
- Ability to work effectively with collaborators, and internal and external partners;
- Proficiency in Microsoft Office 365.

QUALIFICATIONS

- A Bachelors' Degree in a directly related field of study from an accredited institution (e.g., education, business administration, higher education administration, sciences), and 2+ years of progressively responsible experience of administrative support work;
- Proven administrative abilities that include:
 - Outstanding organizational, interpersonal, and communication skills;
 - High attention to detail with the ability to manage multiple assignments and meet deadlines;
 - Ability to work independently, perform multiple tasks simultaneously, and work within a team and with diverse stakeholders;
- Strong computer proficiency using standard office software programs, in particular Microsoft Office 365, including Microsoft Excel, Word, PowerPoint, Outlook;
- Experience working in a secondary or post-secondary setting preferred;
- We are especially seeking candidates who have worked collaboratively across various departments and/or have experience fostering an inclusive environment and promoting the success of

underrepresented groups.

The project is located in Manhattan in New York City. As a grant-funded position it is subject to continued funding. To apply, please submit a resume and cover letter stating the reason you are applying and detailing your experience relevant to the stated work assignments.