



Job Title	RFCUNY grant online system admin assistant
PVN ID	QC-1710-002160
Category	Administrative Services
Location	QUEENS COLLEGE
Department	SEYS
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	10.00-15.00
Closing Date	Dec 23, 2017 (Or Until Filled)

General Description

Must have experience with the RFCUNY online and paper system and all areas of grant management within that system to apply.

Primary responsibility is to manage all aspects of RF CUNY grant, communicate with consultants for pay information, complete online and paper forms related to purchasing, regulations, and all aspects of online grant management. Must be able to handle the day to day clerical operations of this grant.

Please do not apply if you do not know the RFCUNY online system from experience.

This is a NYS department of Education 501 grant. NYSED is the funder. You must know the particulars of these grants and manage the website for payroll, purchases, etc.

Other Duties

Qualifications
