

WORKING TITLE	Program Assistant
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PAYROLL CLASSIFICATION

- Maintain and coordinate all inventories manager for SSS team (e.g. monitor office supplies, submit orders in a timely manner, maintain accurate supply list, etc.);
- Manage and coordinate multiple supplier specific purchasing requirements;
- Attend staff meetings, retreats and professional development conferences;
- Knowledge of TRIO eligibility requirements and cross-program transitions of qualifying participants;
- Provide presentations to students on TRIO cross-program transitioning (eg: CAMP to SSS transition);
- Provide individual and small group informational sessions to individuals on various topics including: project mission and objectives, college admission requirements, campus resources, career exploration/internships; and provide support to SSS coaching staff, and Assistant Directors;
- Assist with the planning, scheduling, and other logistical requirements when coordinating cultural and educational related activities;
- Manage, monitor, and generate copier accounts and billing reports for 800+ participants on a weekly, monthly, quarterly, and semester basis;
- Maintain reports for SSS staff with critical student information regarding SAP, anticipated graduation date, major declaration, etc. towards University and Department of Education goals and objectives;
- Verify program participant identification, eligibility, and selection for reporting and site visit purposes;
- Oversee the creation and organization of all student files and other documentation and/or records in accordance with federal, state, and campus guidelines;
- Knowledge of SSS campaign services specific to grant required CPP's (eg: RISE, I AM TRIO, etc.);
- Assist identifying, selecting, and hiring of non-befitted, hourly Foundation Undergraduate Student and Federal Work-Study employees;
- Monitor and update department website resources and links for accuracy and pertinence of department goals and objectives;
- Provide technology training and support with phones, scheduling platforms, reprographics, etc.;
- Maintain updated and accurate Project phone and contact directory;
- Manage SSS master calendar including SSS Coaching, Foundation student assistant and Federal Work-Study student schedules, campus meetings, programming, and other important dates/deadlines;
- Provide consistent and engaging information on all social media accounts (i.e. Twitter, Instagram, Facebook, BeachBoard etc.);
- Work collaboratively with SSS team when creating flyers, publicity, and other promotional program material;
- Serve as the central reception and information point for the SSS program including greeting and directing all visitors;
- Responsible for providing professional, courteous, and accurate information and communication with SSS

GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

COMPENSATION RANGE: \$22.88 - \$32.00 per hour

FILING DEADLINE: Open Until Filled

NOTE: In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume,