Original Job Description for the Program Assistant:

Job Title: Program Assistant for Transformative Learning in the Humanities Program (College Assistant)
Full/Part Time: Part-Time

Description:
Based in the CUNY Office of Academic Affairs and reporting to the Research Associate of the TLH program, the TLH Program Assistant will join an institution with strong support for teaching and the humanities and will be part of an enthusiastic and collaborative community of faculty members and staff working together to educate and equip the next generation of students and scholars. The TLH Program Assistant II will perform a wide variety of administrative, financial, office management, and clerical responsibilities related to the program.

Duties include but are not limited to:
- Monitor and maintain the program's budget in Excel, including budget reconciliation and tracking, and, working with appropriate staff, assist in purchasing and other expense procedures for the program.
- Maintain orderly and comprehensive physical and digital files.
- Assist the Research Associate with TLH events at sites across CUNY and contribute to event planning and communications.
- Process timely payments to TLH Faculty Fellows.
- Monitor office supplies and make recommendations for purchases as needed.
- Facilitate communication and act as liaison between departments and offices.
- Act as the program's representative to external constituents (e.g., vendors) as needed.
- Understand organizational policies and procedures necessary.

Qualifications:
One year of relevant experience required. At least 2 years of college is preferred.
 The ideal candidate will possess the following experience, knowledge, skills, abilities, training, or certifications:
- Experience working in higher education, especially within CUNY
- Experience with financial tracking or working on a grant-funded project
- College coursework within the humanities, social sciences, higher education administration or related area
- Experience assisting in organizing events
- Experience working collaboratively in diverse and interdisciplinary environments
- Experience working with and commitment to diverse communities
- Interest in working with and supporting underserved student populations

- Computer proficiency using MS Office and Excel, web-based tools/programs and digital or social media applications