

Original Job Description for the Student Summit Coordinator

Job Title: College Assistant, Student Summit Coordinator

Full/Part Time: Part-Time

Description:

Based in the CUNY Office of Academic Affairs and reporting to the Research Associate of TLH, the College Assistant will join an institution with strong support for teaching 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 College Assistant will assist the TLH Research Associate with activities related to the TLH program, especially the coordination of a full-day virtual Student Summit on the Role of the Humanities in a Just Society to be held in Spring 2023.

Duties include but are not limited to:

- Assist in keeping track of conference proposals submitted via Microsoft Forms.
- Assist in sending communications to Student Summit applicants and selected participants.
- Assist in the organization, editing, and proofreading of Student Summit materials.
- Assist with scheduling and routine clerical work, including managing Student Summit registration, program, schedule, and Zoom meetings
- Assist in instructional programs, including tutoring and assisting students in delivering successful conference presentations.
- Manage multiple projects and deadlines in a dynamic work environment.
- Maintain orderly and comprehensive physical and digital files.
- Understand organizational policies and procedures as necessary.
- Other tasks as assigned.

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
- Interest in higher education administration, teaching, and pedagogy
- Experience delivering conference presentations in higher education and the humanities or a humanities-adjacent field
- Experience in event planning, especially as it relates to conference organizing and similar project management tasks

- Experience working collaboratively in diverse and interdisciplinary environments
- Experience working with and commitment to diverse communities
- Experience working with and supporting underserved student populations
- Computer proficiency using MS Office, Microsoft Teams, Outlook, PowerPoint, Google Drive and Google Docs, Excel, web-based tools/programs and digital or social media applications
- The ideal candidate will have an interest in innovative teaching and pedagogy, especially as they relate to the humanities.