

Original Job Description for the TLH-in-a-Box Coordinator:

Job Title: College Assistant, TLH-in-a-Box 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 compiling and editing of the **Transformative Learning in a Box** website, an Open Educational Resource (OER) project, to be launched on the CUNY Academic Commons in Spring 2023.

Duties include but are not limited to:

- Assist in cataloging and keeping track of website content.
- Assist in sending communications and reminders to TLH staff and those submitting content for the website.
- Assist in the organization, editing, and proofreading of website materials.
- Assist with scheduling and routine clerical work, including setting up relevant calendar invitations and managing relevant Zoom meetings
- Assist in instructional programs, including tutoring and assisting students in delivering successful website content.
- 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 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 working in WordPress and the CUNY Academic Commons
- Experience working in higher education and the humanities or a humanities-adjacent field
- Experience in project management
- 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, to public education, and Open Educational Resources.