PROGRAM ASSISTANT 1, UCP-3, PART-TIME

Under the general supervision of the Program Director, this position will provide administrative and research support for the Center for mHealth and Social Media. This position is intended to serve dual functions, the focus of the position is on responsible administrative support, but also requires some research related tasks as needed. This position requires the ability to regularly exercise independent judgement and be able to resolve problems of administrative detail and procedures. This is a part time, annually renewable, grant-funded position with the potential to be renewed for additional years pending funding.

DUTIES AND RESPONSIBILITIES

1. Provides administrative support for program staff, making adjustments to accommodate priority needs.
2. Assists in outreach program and conference planning and makes arrangements, as necessary.
3. Writes and/or edits and disseminates informational, promotional and occasional technical materials, and other documents as needed to support program activities.
4. Serves as a resource to staff and others on matters relating to administrative procedures.
5. Maintains research documents as needed.
6. Processes, maintains, and files necessary paperwork.
7. Processes expenses for all projects.
8. Plans, books, and processes travel for staff.
9. Maintains calendar for principal investigator, and coordinates meeting logistics as needed for staff.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor’s degree or equivalent combination of education and experience.
2. One to three years’ experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
3. Ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
4. Ability to provide entry-level program support.

PREFERRED QUALIFICATIONS

1. Experience working in higher education setting.
2. Experience working in a research facility.
3. Excellent computer skills using Microsoft Office with strong skills in excel using formulas and pivot tables.

APPOINTMENT TERMS

Willingness and ability to independently resolve problems.

This is part time (21hrs/week) annually renewable position and offers a full range of health/retirement benefits. The annual salary is in the low $40K range depending on skill level and experience, prorated for part time hours. The work location is primarily in Storrs, Connecticut.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019469. For full consideration, please upload a cover letter, resume, and the names and contact information for three professional references. Note that incomplete application packets will not be considered.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019469)

All employees are subject to adherence to the State Code of Ethics, which may be found at http://www.ct.gov/ethics/site/default.asp.