



## **Title V Administrative Assistant**

Esperanza College of Eastern University, a faith-based higher education institution has an opening for a part-time (20 hours/week) **Title V Administrative Assistant**.

The Administrative Assistant provides support for the U.S. Department of Education's (USDOE) Title V program, a five-year grant-funded initiative, at Esperanza College, a branch campus of Eastern University, and reports to the Title V Project Director. The Title V project at Esperanza College seeks to strengthen the institution to improve educational access and success for Hispanic postsecondary students. It will accomplish these goals through the addition of educational programs in health sciences and digital media production, student success programming/facilities and increased enrollments.

Responsibilities will include:

- Provide clerical support for project management of the Title V grant
- Assist in data collection related to Title V objectives
- Organize Title V documentation, filing and record keeping
- Assist with the preparation of reports
- Coordinate staff and evaluation meetings and take notes
- Maintain copies of all correspondence and records
- Track and inventory supplies and equipment purchased with Title V funds
- Developing forms and processes for operational logistics
- Assistance with procurement - Obtaining and documenting quotes from vendors and following up when necessary
- Assist in organizing and scheduling activities and initiatives for Title V Project Director and Specialists
- Assist in project communications and information sharing with the broader Eastern and Esperanza community, including the coordination and launch of a Title V newsletter

Desired Knowledge, Skills, and Abilities include:

- Associate's degree (bachelors' degree preferred), or currently in at least the third year of a Bachelor's degree program
- At least two years' experience with Word and Excel
- High level of organization and attention to detail
- Excellent written and oral communication skills
- Bilingual (Spanish/English) candidates are encouraged to apply
- Familiarity and interest in areas related to media and technology, health sciences, and/or student success is beneficial

The position offers flexible part-time scheduling 20 hours/week. Our office is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume & cover letter to: [jobs@esperanza.us](mailto:jobs@esperanza.us) and indicate Title V Administrative Assistant in the subject line. For more information, check us out on the web at: [www.esperanza.us](http://www.esperanza.us)

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