



Title V Administrative Assistant

Job Description

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 Esperanza College's Title V project called *Expanding Hope*, a five-year grant funded by the U.S. Department of Education. The Title V project at Esperanza College seeks to strengthen the institution and improve educational access and success for Hispanic postsecondary students through the addition of educational programs in health sciences and digital media production, and through enhanced student success programming. This position is funded through September 2022, and reports to the Title V Project Director.

Responsibilities

- Provide general administrative support for project management of the Title V grant
- Assist in data collection related to Title V objectives
- Maintain tutoring data tracking spreadsheet, updating monthly with tutoring session data
- Track and maintain inventory of all supplies and equipment purchased with Title V funds
- Assist in developing and distributing attendee surveys for various events and services
- Organize Title V documentation, filing and electronic record keeping
- Assist Title V Project Director in preparing for yearly External Evaluation
- Update forms and processes for operational logistics, as necessary
- Assist with procurement by 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 Esperanza community, including assisting with a College email newsletter

Qualifications

Required

- 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

Preferred

- Former experience with grant management
- 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

Interested candidates may email resume and cover letter to Karly Kiefer at kkiefer@esperanza.us