



Job Description: Health Science Academy *Program Assistant* – August 2022

The Health Science Academy (HSA) is a core program of the Arthur Ashe Institute for Urban Health (AAIUH). Founded in 1994, HSA is a collaboration between the Institute and SUNY Downstate Health Sciences University (SUNY DS) in Brooklyn, NY. HSA's health science pipeline program partners with public and parochial schools to offer academic health science enrichment afterschool programs to middle (during the school day at the schools) and high school students (afterschool at SUNY Downstate). **HSA serves over 300 students, grades 6-12, per academic year.** The main pipeline component, "the Academy," is HSA's 3-year (six semesters) program for high achieving high school students (sophomore-senior year) interested in health and science careers. Since 1994, HSA has served over 2,800 students in grades 6-12 and our alumni. HSA is transitioning to a hybrid teaching model as of Fall 2022, the middle school program will continue as remote only, the Academy's semester will include in-person classes this fall, but most will be remote.

Website: www.ArthurAsheInstitute.org

Title: *Program Assistant*, Arthur Ashe Institute of Urban Health, Health Science Academy

Classification: Full-time. Work schedule will include working on some evenings, after 5:00pm, and on Saturdays.

Salary: low-mid \$40,000 commensurate with experience and education

You must be fully vaccinated as defined by SUNY DS – currently 2 Pfizer/Moderna or 1 Johnson & Johnson, **before a second interview will be scheduled*

Work will be performed in AAIUH's offices **on-site at SUNY DS in Brooklyn.*

Responsibilities include, but are not limited to:

1. Invoicing of supplies and consultants' monthly invoices and tracking payments, and processing staff's reimbursements and petty cash.
2. Working with HSA's part-time consultants (e.g., instructors and administrative assistants) for scheduling, facilitating check-ins, and training (e.g., Sexual Harassment Prevention, CITI Human Subjects training, AAIUH/HSA onboarding). Assist other HSA staff with the supervision and recruitment and of consultants and volunteers that support the day-to-day activities of HSA.
3. Alumni – work with HSA staff to maintain the alumni database and outreach to Alumni via email, text, and phone.
4. Assisting with data entry for the HSA pipeline (e.g., entering Middle School applications).
5. Continue the documentation of HSA's processes.
6. Ordering supplies and scheduling classrooms for Academy
7. Other administrative tasks as needed (e.g., taking notes at meetings, scheduling appointments and meetings).

Qualifications & Skills:

BA/BS degree with course work in program administration, and/or at least 2 years in such a position in a non-profit setting is required. Course work in the sciences (e.g., biology), health sciences **and/or** education of students grades 6-12 (e.g., afterschool curriculum youth development, public health) is preferred.

- **Intermediate experience with Quick Books online for Non-Profits is preferred**
- **Advanced skills in Microsoft Word, Excel, and Power Point is required**
- **Preliminary knowledge in online surveys (e.g., Survey Monkey, Qualtrics)**
- **High attention to detail and the ability to organize resources, establishing priorities.**
- **Strong multi-tasking and time-management skills are a must.**
- Strong communication skills – written and verbal – to interact clearly and professionally.
- Basic research skills (e.g., literature review, internet research) analytical skills and attention to detail
- Experience working with youth in an educational setting is a plus.
- Ability to manage sensitive information with the highest degree of integrity and confidentiality.

Benefits:

- Time & leave: 20 days – 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays
- Medical, dental and vision plans
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule
- 403b retirement plan available after two years of employment
- Professional development opportunities.

Reports to: Institute's Associate Executive Director of Health Science Education.

Send resume and cover letter: MValmont@ArthurAshelInstitute.org

You must include “Applicant for HSA Program Assistant” in your subject heading.

Please note: *Only candidates considered for initial screening interviews will be contacted.*

Anticipated start date: September/October 2022

MEV file: AAIUH HSA Program Assistant job description – Aug 22 2022.docx