Center of Pedagogy – Newark Montclair Urban Teacher Residency

Title: Part-Time Program Assistant

Location: University Hall Suite 1160

Job Type: Student Assistant

Job Description: The Program Assistant will provide administrative, office management, scheduling and overall assistance. Additionally, this position will provide administrative and clerical support, including telephone screening, copying, typing, creation of documents and forms, and mailings.

Primary Responsibilities:

- Manage staff calendars, correspondence and overall lines of communication
- Organize meetings, including scheduling, materials, notification and minutes
- Answer phones and provide detailed responses to inquiries
- Track and receive budget information and perform online requisitioning
- Maintain office equipment, submit and follow through on work orders for facilities-related issues
- Manage filing systems
- Coordinate event logistics, including room scheduling, catering arrangements, duplicating, facilities requests, etc.
- Supervise the work of student assistants as needed
- Provide confidential support for personnel functions and issues
- Other work responsibilities and tasks may be assigned

Qualifications:

Qualified applicants must be Graduate Students or college graduates with administrative experience, excellent organizational, time management, and customer service skills.

Application Instructions:

Please send a cover letter and resume to Newark Montclair Urban Teacher Residency Program Advisor Michelle Shanahan at shanahanm@mail.montclair.edu